

Don't Text Your Way Out of a Job!

By Randy Howard

I have some GR8 advice 4 U. IMO you'll DEF want to read this ASAP.

According to a recent [Time Magazine poll](#), 18-29 year olds send and receive an average of 88 texts per day. It seems everywhere you go these days, people are texting. Although it has become an increasingly popular means of communication, you should be aware of the impact texting can have on your professional job search.

Most people would agree that texting is an amazing communication tool. It takes you less time to text your friend than it does to send her an email (and it's much quicker than snail mail!). Also, being restricted to 160 characters or less enables you to be more concise with your writing. Furthermore, unlike its "distant ancestor," the traditional phone conversation, you can respond to a text on your own time. In this gadget-driven world of social media, it's truly an efficient way to communicate.

Informally, that is.

While it may be perfectly acceptable to text friends and family, the truth is there is no place for texting in a professional conversation – especially when it comes to communicating with hiring managers or potential employers. Not only is it unprofessional, but you run the risk of showing others that your language use is sloppy, or that you never learned the rules of proper grammar.

Think about it: there is nothing more fundamental to conducting company business than clear and effective communication. Customers have the right to understand what they are getting in terms of goods and services. And in order for employees and senior managers to provide the best care possible, they must be able to relate to each other in a clear and efficient way.

I'm not saying you have to write like William Shakespeare in your everyday business communications. But you do need to be able to document and relay company business in a way that is easily understood. By correctly using the standard conventions of English, you will show a potential employer that: 1.) you know how to spell; 2.) you are familiar with *most* of the rules of grammar; and 3.) you are able to convey a complete thought in your writing.

As a case in point, let's say you've just finished interviewing for a position. By all measures you think it went well. Then you receive an email from the hiring manager asking if you'd be willing to take on XYZ duties after you've had time to get acclimated to the job.

How will you respond?

Keep in mind, your writing is at least a partial indicator of your ability to do the job. Until you've received a formal offer, the hiring manager may still be comparing you to a field of potential candidates.