



DEAR ABBY

Sometimes, the best business
advice I can give is, read
Dear Abby!

Dear Abby:

The company where I work posted an ad online and at our state unemployment job board for a position that needed to be filled. The ad detailed simple but specific instructions that included asking applicants to write a cover letter to address certain questions. It also said — in large letters: “YOU MUST FOLLOW THESE DIRECTIONS OR YOU WILL NOT BE CONSIDERED FOR EMPLOYMENT.”

Of the 133 resumes we received, 76 did not contain the information that was requested. These applications were moved to an “Incomplete” file and not considered for hire. What’s sad is that several of these applicants had the qualifications we were looking for.

I was surprised that the majority of the applicants did not comply with the simple instructions. Please advise your unemployed readers that a job is out there for them, but they must follow instructions.

— Trying To Be Helpful

Dear Trying to be helpful:

Consider it done. Now I’ll offer another suggestion: Always proofread what you have written.