

Gmail Account Creation for Marketing

SpaceOne Technology – Candidate Guide

◆ Purpose of This Account

This Gmail account will be used strictly for:

- Job submissions
- Recruiter communication
- Interview coordination
- LinkedIn marketing setup
- Training access (Udemy, tools, etc.)

 **Do NOT use your personal Gmail account.**

This account must remain professional and dedicated only to career-related communication.

Step-by-Step Gmail Account Creation

Step 1: Go to Google Signup Page

Visit:

<https://accounts.google.com/signup>

Click **Create Account** → Select **For Myself**

Step 2: Enter Professional Name

Use your **real legal name**.

Recommended Email Format:

firstname.lastname@gmail.com

If Not Available:

firstname.lastname.tech@gmail.com

firstname.lastname.dev@gmail.com

firstname.lastname2026@gmail.com

✗ Avoid:

- Nicknames
- Random numbers
- Unprofessional words
- Gaming IDs



Step 3: Create a Strong Password

Your password must:

- Be at least 12 characters
- Include uppercase & lowercase letters
- Include numbers
- Include special characters

Example format:

Tech@2026Secure!

⚠ Do not share password with anyone except authorized internal coordination (if required).

Step 4: Add Recovery Information

Add:

- Recovery phone number
- Recovery email (personal email allowed)

This protects your account from being locked.



Email Usage Guidelines

◆ Daily Monitoring

- Check Gmail at least **2 times per day**
- Keep notifications enabled
- Respond to interview emails within 1–3 hours

◆ Professional Email Behavior

Always:

- Use clear subject lines
- Reply in the same email thread
- Keep responses concise and professional
- Avoid casual language (no “Hey bro”, “Plz”, etc.)

◆ Signature Setup (Mandatory)

Set professional email signature:

Example:

Best Regards,

John Smith

Position

Phone: +1-XXX-XXX-XXXX

Email: john.smith@gmail.com

To set signature:

1. Gmail → Settings (⚙️)
2. See All Settings
3. Scroll to Signature
4. Create new signature
5. Save changes



Security & Compliance Rules

- Do not log in from multiple countries within short time.
- Do not use VPN frequently.
- Do not share login credentials.
- Do not use account for unrelated subscriptions.

What NOT To Do

- Do not forward interview emails to personal accounts.
- Do not use this email for social media.
- Do not apply randomly to jobs without coordination.
- Do not change password without notifying internal coordinator (if applicable).

Why This Is Important

A dedicated professional Gmail ensures:

- Clear communication tracking
 - Organized job marketing
 - Reduced confusion
 - Professional recruiter impression
 - Long-term career branding
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