

# HOW TO LAND YOUR DREAM ROLE!

Tips for every step of the process.



## Crafting Your Job Search Strategy

A successful job search starts with a solid strategy. Before diving into job boards, take some time to **define your goals**:

- **Identify Your Ideal Role:** What kind of job are you looking for? What are your interests and skills?
- **Research Industries and Companies:** Explore different industries and companies that align with your career aspirations.
- **Set Realistic Expectations:** Understand the job market and be prepared for a potentially lengthy search.

## Resume Writing: Making a Strong First Impression

Your resume is your personal marketing tool, a branding document showcasing your accomplishments and skills. It offers a brief, yet impactful, overview of your experience for hiring teams. Clarity, conciseness, and, importantly, tailoring to each job application are essential. While demanding, this customization is vital to effectively present your unique profile. Here are a few key tips:

- **Tell Your Story!**
  - **Highlight Relevant Skills and Experience:** Focus on the skills and experiences that match the job description of the job in which you are applying.
- **Show Your Strengths!**
  - **Use Action Verbs:** Start your bullet points with strong action verbs to showcase your accomplishments (Ex. *created, managed, developed, implemented*).
- **Make it Measurable!**
  - **Quantify Your Achievements:** Whenever possible, quantify your achievements with numbers and data to demonstrate your impact (Ex. *increased annual revenue by 50%, with my team's creation of \_ tool.*)
- **Review, Review, Review!**
  - **Proofread Carefully:** Ensure your resume is free of typos and grammatical errors.

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| <b>Resume Sections Checklist:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact Information</li> <li><input type="checkbox"/> Summary/Objective</li> <li><input type="checkbox"/> Technical Skills</li> <li><input type="checkbox"/> Experience</li> <li><input type="checkbox"/> Education</li> <li><input type="checkbox"/> Projects, Awards, Certifications (Optional)</li> </ul> | Consider using a professional resume template. Many Applicant Tracking Systems (ATS) scan resumes for keywords. Be sure to include keywords from the job description in your resume. Tailor your resume to <i>each</i> specific job. Generic resumes are less effective. |
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## Networking: Building Connections Beyond Your Circle

Networking is crucial for finding job opportunities, often accounting for a significant portion of hires. Start by:

- **Leveraging Your Existing Network:** Reach out to friends, family, former colleagues, and classmates.
- **Attending Industry Events:** Participate in career fairs, conferences, and workshops to meet professionals in your field.
- **Utilizing Social Media:** Connect with people on LinkedIn and engage in relevant conversations.

### Networking Tips:

- Be genuine and authentic.
- Prepare an elevator pitch.
- Listen actively and ask questions.
- Follow up with your contacts.

Informational interviews are a powerful way to learn about different roles and companies. Don't be afraid to ask people for advice and guidance. Networking isn't just about *taking*; it's also about building relationships and offering value.

## Interview Preparation: Ace the Interview

Interview preparation is key to showcasing your skills and personality. Follow these steps:

- **Research the Company (Look up the Hiring Team on LinkedIn, if possible):** Understand their mission, values, products, and services. Review their most recent earnings report and ask about their year-end goals.
- **Practice Common Interview Questions:** Prepare answers to questions about your strengths, weaknesses, experience, and career goals.
- **Prepare Questions to Ask the Interviewer:** Asking thoughtful questions demonstrates your interest and engagement. Utilize the company's public meetings, reports, parent company reports, etc. to ask strong, thought-provoking questions. For example, a new company may have merged with local trade schools for training their talent. You could ask about the partnership and the impact it would have on the company's community impact.

- **Dress Professionally:** Choose appropriate attire based on the company culture (we suggest all interviewees dress in business casual attire). For virtual interviews, ensure your setup is distraction free. You can also utilize virtual background settings, while remembering to keep your eyes focused on the camera, not the computer screen.

#### Common Interview Questions:

- Tell me about yourself.
- Why are you interested in this role?
- What are your strengths and weaknesses?
- Describe a time you overcame a challenge.
- Where do you see yourself in 5 years?

#### Interview Preparation Tips:

- Practice your interview skills **aloud** with a partner.
- Prepare examples using the **STAR** method (**Situation, Task, Action, Result**) to structure your answers.
- Review your resume and use it as a tool to structure your answers. Example: "In my role as a , **I was able to assist with** \_\_\_\_\_".
- Send a thank-you note to the interviewer after the interview.

## Key Takeaways

Finding a job is a challenging but rewarding process. By developing a strategic approach to your job search, refining your resume, building your network, and preparing for interviews, you can increase your chances of landing your dream job. Remember to stay persistent, positive, and adaptable throughout the process. ***Let us help you! Schedule a complimentary consultation today so we can assist you with revising your resume.*** Good luck!



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