

Post-project Recommendations

@THERESUMECHIC



When applying for positions online, it may be best to use the plain text version (.txt). Otherwise, the PDF is best to print. Also, we've attached the Word document for editing purposes.

Make sure to change the file name to match the job title. For example, if the job title is "Sales Rep," you would change your file name to "Doe_John_Sales_Rep_Resume" to give yourself a higher chance of being selected for an interview.

In the professional summary, **if we noted** that you are "positioned for success as [Sales Representative]." **Remember to update this for each position.**

Make sure that you align keywords in job postings to skills in your resume.

Use .txt and .docx when posting on Indeed or applying for positions through applicant tracking systems, like Taleo or PeopleSoft.

Ensure that your resume is extremely targeted to the job you're applying for; do not cast a wide net. We've created a resume/cover letter/LinkedIn based on the positions that you've shared, your competencies, and your work experience, but the resume will not match every job. Take some time to review each posting and tailor your resume as needed.

Include your LinkedIn profile URL on your resume. Remove the extra characters at the tail of the URL. Make it a vanity URL, specific to positions for which you're applying—for example, [Linkedin.com/in/John-Doe-Engineer](https://www.linkedin.com/in/John-Doe-Engineer).

Take time to fill out the application. Some clients tend to lean on the fact that the application answers are on the resume. Please don't rely on a recruiter to review your resume to find answers to their questions. The best way to be proactive is to complete the application and make the answers targeted to the company and the position; align your experience to show transferable skills.

Include a cover letter. Get specific to the company's needs and share how you can meet those needs.

Don't get discouraged. The job search can take anywhere from 6-9 months.

Best of luck,

Team TRC!!