

A background image showing a person's hands writing in a spiral-bound notebook with a gold pen. The person is wearing a silver watch. The notebook is open to a calendar page showing the days of the week and dates. The overall tone is professional and focused.

The Job Seeker's Toolkit: Everything you need to start opening doors (and closing deals)

EVERYTHING YOU NEED TO LAND THE JOB

by Amanda Park

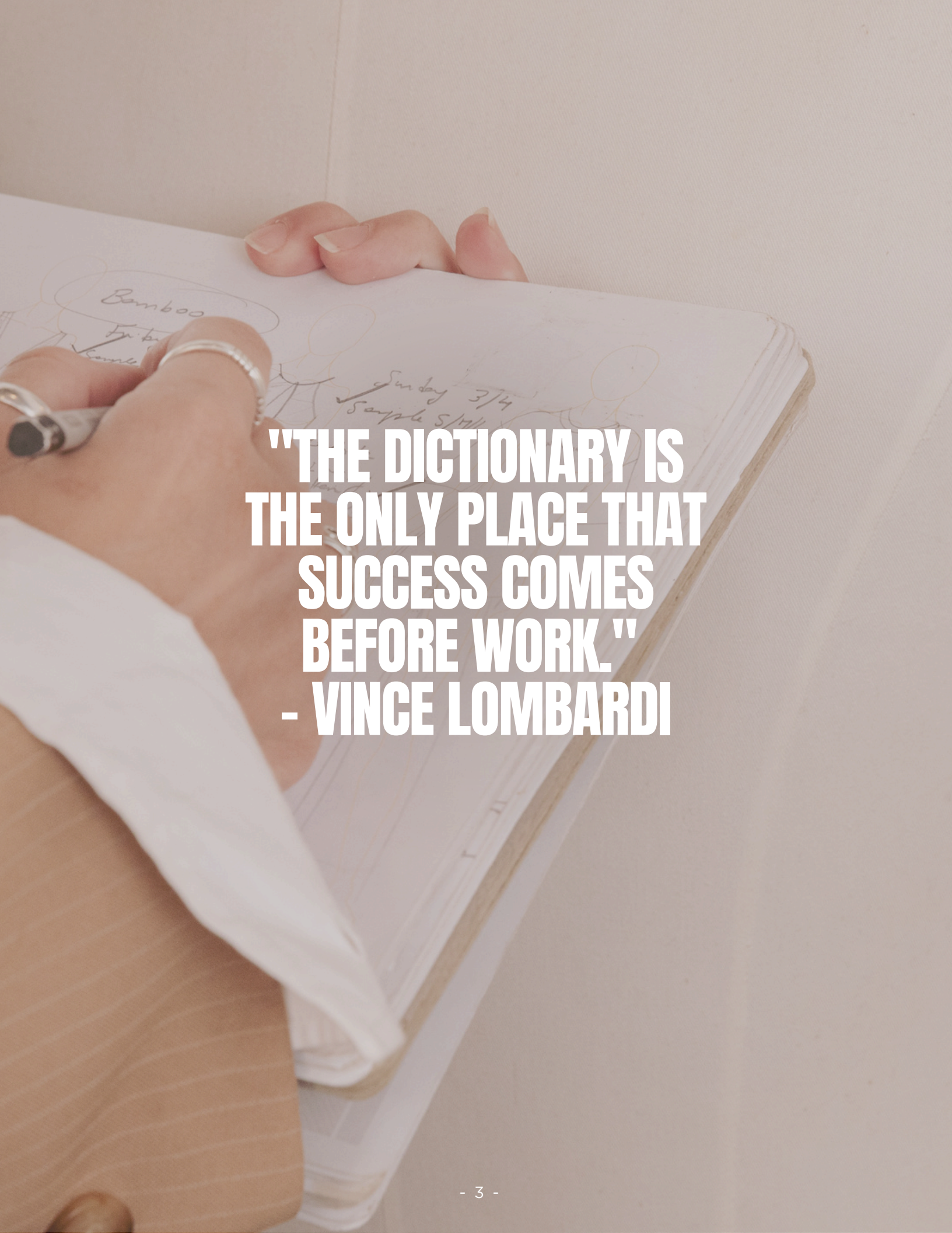
www.amp-recruiting.com

Hi! I'm Amanda

Amanda Park is the founder of AMP Recruiting Solutions, a nationwide career consultancy and direct hire search firm. Amanda offers private career consulting to new and rising college graduates and young professionals; her goal is to guide them on launching a fulfilling career by being prepared on the front end of their transition into the workforce.

Amanda has developed several professional trainings, including the well-known *College to Career* program for the transition into the workforce, as well as her new program, *Start the Launch*, which is for high school students who want to get a head start on learning professional skills so they can secure internships and summer jobs. Each program covers areas such as: resume development, business networking, interview preparation, interview follow-up and building overall professional presence and communication skills. Amanda is based in Dallas, TX.



A close-up photograph of a person's hand holding a silver pen over an open sketchbook. The sketchbook has several pages with faint pencil sketches and handwritten notes. One page visible has the word "Bamboo" circled, and another page has "Sunday 3/4" and "Sample S/H/1" written on it. The hand holding the pen is wearing a silver ring. The background is a plain, light-colored surface.

**"THE DICTIONARY IS
THE ONLY PLACE THAT
SUCCESS COMES
BEFORE WORK."
- VINCE LOMBARDI**

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COVER LETTER EXAMPLE

Michael Adams

416 Dream Street, Carmel, CA 94122 ● 321-300-0000 ● student@co.edu ● linkedin profile

January 25, 2025

Melissa Jones
Director of Campus Recruiting
G.F. Capital Corporation
1111 Golden Avenue
New York, NY 10004

Dear Melissa,

I am excited to submit my resume for the Financial Analyst role with G.F. Capital Corporation. I became aware of this position at a campus recruiting event at Eastern University where I am a graduating senior. I had the opportunity to speak with company representatives including Matt Miller and Andrea Jackson; I was impressed by the company culture they were describing.

Given my background as a finance intern supporting fund managers at a private equity firm, I feel confident that I can make immediate contributions to G.F. Capital, specifically in the area of deal assessments and industry forecasts. Throughout my college experience at Eastern University, I have demonstrated consistent success in coursework including corporate finance, investment analysis, portfolio management, and money and capital markets. Each of these classes, in combination with my finance internship, has given me the foundation to launch a successful career in the finance industry, and I truly hope it can begin with G.F. Capital.

I would be pleased to speak with a member from your team to further explore how my background along with my eagerness to learn, will make me a valuable addition to the G.F. Capital team.

I appreciate your time and willingness to consider me for the Financial Analyst position and I look forward to hearing from you soon.

Sincerely,

Michael Adams



RESUME TEMPLATES

First Name Last Name

Street Address, City, State ZIP

Phone Number | Email Address | LinkedIn URL

OBJECTIVE

1-2 sentences highlighting your relevant skills and education for the industry or role you are targeting.

EDUCATION

University Name

City, State

Degree (e.g., Bachelor of Arts in Communication)

Month Year

GPA: X.X/4.0 (optional)

EXPERIENCE

Company Name

City, State

Position Title

Start Date - End Date

- Start each bullet point with an action verb
- Highlight transferable skills and quantify results when possible
- Maintain consistent formatting and alignment

Company Name

City, State

Position Title

Start Date - End Date

- Start each bullet point with an action verb
- Highlight transferable skills and quantify results when possible
- Maintain consistent formatting and alignment

LEADERSHIP, ORGANIZATIONS, AND SERVICE

Organization Name

City, State

Role

Start Date - End Date

- Action verb + major impact that shows transferable skills, use quantifiers when possible
- Action verb + major impact that shows transferable skills, use quantifiers when possible
- Action verb + major impact that shows transferable skills, use quantifiers when possible

Organization Name

City, State

Role

Start Date - End Date

- Action verb + major impact that shows transferable skills, use quantifiers when possible
- Action verb + major impact that shows transferable skills, use quantifiers when possible
- Action verb + major impact that shows transferable skills, use quantifiers when possible

ADDITIONAL SKILLS

- Language
- Computer:
- Social Media:
- Honors
- Hobbies

Audrey Clark

3600 Lowell Street, Dallas, Texas 75228
214-600-1000 | Email Address | LinkedIn URL

OBJECTIVE

Recent Communication graduate with hands-on experience as a PR intern and marketing coordinator, skilled in collaborating on strategic campaigns, managing social media content, and fostering media relationships. Reliable, creative, and eager to bring a results driven approach to a full-time role in public relations or marketing, while contributing to the success of a dynamic and innovative organization.

EDUCATION

Anytown University

Bachelor of Arts in Communication

GPA: 3.65/4.0

Dallas, TX

December 2024

EXPERIENCE

Taylor Grayson Media

Public Relations Intern

Dallas, TX

March 2004 - June 2024

- Supported the PR team by tracking media coverage and monitoring trends in PR strategy
- Drafted, edited, and distributed press releases, media alerts, and other PR content
- Created a client satisfaction survey, resulting in a 25% increase in positive feedback

Bennies Inc.

Marketing Coordinator

Denver, CO

June 2023 - August 2023

- Developed and implemented a social media strategy, increasing engagement by 30%
- Conducted market research and presented findings to the marketing team
- Collaborated with cross-functional teams to execute campaigns

LEADERSHIP, ORGANIZATIONS, AND SERVICE

Any Organization

Communication Chair

Dallas, TX

Spring 2020 - Spring 2024

- Organized fundraising events, increasing in-kind donations by 25%
- Managed social media channels, growing followers by 40%
- Built relationships with peers and alumni through weekly meetings

ADDITIONAL SKILLS

- Language: Conversational Spanish (intermediate level)
- Computer: Proficient in MS Office, beginner-level Python
- Social Media: LinkedIn, Instagram, Twitter
- Honors: Dean's List (Spring 2023, Fall 2024)
- Hobbies: Tennis, traveling, volunteering

Post Informational Meeting Follow-up

Networking is the key to success, and if someone is generous enough to spend their time answering questions about how you may be able to break into a field, or share their own career advice, a prompt thank you email is critical.

Below is an example of a thank you e-mail for someone with whom you have a personal connection; perhaps a family friend. In this case, it is important to reference your connection. Reminding them of a memory shared, may subtly prompt them to help you further if they are able.

Hi Julie,

It was great to reconnect this morning. It seems like those summers in Lake Tahoe were just yesterday...time flies!

I want to thank you for taking time out of your busy schedule to chat with me today. Your insight is so valuable and incredibly helpful as I start my professional career. That said, I really enjoyed learning more about your own career path and what led you to the success you have had with XYZ Fintech, as well as all of your other impressive ventures.

As mentioned, I am extremely interested in starting my career in financial technology, especially with a company as innovative as XYZ Fintech. I will be on the lookout for an appropriate job opening on the company website, but in the meanwhile, please let me know if I can provide any additional information.

I hope to chat again soon....this time without years passing by!

Thanks again,

Melanie Conroy
214-000-0000

A woman with dark hair in a bun, wearing black-rimmed glasses and a blue and white striped button-down shirt over a black top, is sitting at a wooden desk. She is looking down at a laptop, with her hands on the keyboard. In the foreground, there is a white ceramic cup of coffee on a saucer. To the left of the laptop, a pink flower is in a small vase. The background is softly blurred, showing a window with light-colored curtains. The text "EMAIL TEMPLATES" is overlaid in the center of the image.

EMAIL TEMPLATES

Post Informational Meeting Follow-up

Again, networking is the key to success, but a prompt thank you is critical.

Below is an example of a thank you e-mail that you would send to someone you do not necessarily know personally. An example could be an alum from your college that you reached out to on LinkedIn, in which case you would reference your college connection in your thank you email. Reminding them that you are fellow alums may prompt them to help you beyond the informational meeting.

Hi Tom,

Thank you for taking time out of your busy schedule to talk with me about a career in life sciences. Your insight is so valuable and incredibly helpful as I start my job search in medical device sales. I really enjoyed learning more about your own career path and what led you to the success you have had with XYZ Med Device Company.

I appreciate the resume feedback and your industry networking tips. Please let me know if I can provide additional information or answer any follow-up questions you may have for me.

I hope to chat again soon....and maybe I'll run into you on The Boulevard. Go Ponies!

Thanks again,

Ryan Newhouse
214-000-0000

Post Interview Follow-up

Nailing the interview is one thing, but leaving a lasting impression is another. Send a prompt thank you email following each interview. If you don't have email addresses for all interviewers (often available on the calendar invite), send your note to the recruiter or HR contact and ask them to forward it. Don't take it personally if email addresses aren't shared—many companies have strict policies around this.

Do's and Don'ts:

Do send an individual thank you to each person who interviewed you.

DO NOT send a group thank you.

DO NOT forget to proofread!

Below is an example of a thank you e-mail to send after an interview. Be succinct.

Hi Melissa,

Thank you so much for taking time to meet with me today. It was a pleasure hearing about the exciting marketing initiatives ABC Company is focusing on in 2025. Specifically, I really enjoyed learning more about the Marketing Manager position and how data science is integrated into the company's marketing strategies.

After learning more about the team and company culture, I'm confident that this role aligns perfectly with my skills and career aspirations. The opportunity to contribute to such an innovative organization as ABC Company, is incredibly exciting to me.

I look forward to hearing about the next steps in the interview process. In the meanwhile, please do not hesitate to contact me if I can provide additional information or answer any questions.

Best regards,

Cary Jensen
214-000-0000

NETWORKING & INTERVIEW TIPS

ME

Profile

Targeted

Profile

My name is Mr. Powerfull Invaluable Dinger in England I started working for the first time at the Parach Building Construction Company. And I have worked as financial accounting Master income including the accounts of employees working in relation to this building. Task 2 I am the chief financial inspector of a financial institution in Germany. I take care of the income and income that I receive 1000 dollars per month.

EXPERIENCE

I used to work as accounting. I graduated from university specializing in accounting. The first assignment is a first account management planning including early work data. Other assignments are the supervision of accounting staff.

The approval of the work of the workers have worked for about 5 years, then passed the test and became a professional accountant in the present.

EDUCATION

- secondary education
- high school
- University

RES

PROFILE

Name

Date of Birth

Address

JOB EXPERIENCE

EDUCATION

NETWORKING TIPS

LinkedIn Profile:

Do you need one? YES. Starting in high school really. It's free and essentially every professional uses it.

Just go onto www.linkedin.com to set up your profile.

Tips:

- It should essentially mirror your resume
- Have a professional looking, clear profile photo (headshot)
- Create a custom LinkedInURL for your profile (instructions are in: "Edit profile" on the LinkedIn website)
- Make sure your profile is set to 'public' so people can search you

Networking:

Typically refers to building a contact base in your professional field. LinkedIn has become critical in professional networking, but you can network anywhere.

What your network could provide you:

- Professional advice
- Career and internship opportunities
- Industry insight

You do not think you have a network? Yes you do. Start with the below and grow your network organically:

- Professors
- Classmates
- Friends and family friends
- Relatives
- Neighbors
- Professionals you already know

Tips:

- Start following LinkedIn groups that are relevant to your interests
- It's optional but recommended that in LinkedIn when you send a connect request, that you include a quick note about what you have in common; Example: "I see we were both Communications Majors at LMU, I would love to connect."

College Campus Involvement


Yes, it matters. If there are clubs on campus that you can join, you should.

Why? Clubs and campus organizations can give you access to speakers and other professionals, which helps build your network.

Social Media

Do employers look at your social media? Yes.

Just be aware that employers do explore candidate social media platforms as part of the hiring process.



**"BELIEVE YOU CAN AND
YOU'RE HALFWAY THERE."
- THEODORE ROOSEVELT**

INTERVIEW TIPS

01

STUDY THE JOB DESCRIPTION

Make sure you have a full understanding of the job description. Be able to speak about specific aspects of it and how the responsibilities and qualifications tie into your experience.

02

RESEARCH LINKEDIN PROFILES

Research your interviewers' LinkedIn profiles to understand their role in the company and identify any shared interests or connections. Finding common ground—such as alma maters, past employers, or mutual connections—can help build rapport and set a positive tone for the interview.

03

KNOW IMPORTANT COMPANY DETAILS

Explore the company website and study its core products, services, and mission. Also, research recent news related to the company. Being able to reference these in your interview shows genuine interest and helps you engage in more productive discussions.

04

READ THE ROOM

Read the room: This can be tricky, but know when to stop talking in an interview and be sure to have succinct answers relevant to the position. Use the STAR method in your answers (Situation, Task, Action, Result).

05

BE YOU

It's all about authenticity. Be confident, show your personality, make eye contact, and remember to smile!



BONUS

STRATEGIC QUESTIONS TO ASK YOUR INTERVIEWER

About the Role:

- "What does a typical day look like in this position?"
 - Reveals daily responsibilities and expectations
 - Helps you understand the true nature of the role beyond the job description
- "What are the biggest challenges someone in this position will face in the first 90 days?"
 - Shows you're thinking ahead and want to come in with a plan
 - Helps set realistic expectations
- "How would you define success for this role at the 6-month and 1-year marks?"
 - Demonstrates goal-oriented thinking
 - Clarifies expectations and performance metrics

About the Team:

- "Could you tell me about the team I'd be working with most closely?"
 - Understand team dynamics and structure
 - Reveals collaboration expectations
- "How does this team prefer to communicate and collaborate?"
 - Shows interest in team culture
 - Helps you assess fit with your working style

Growth & Development:

- "What opportunities for professional development does the company provide?"
 - Shows ambition and desire to grow
 - Helps understand investment in employee development
- "What career paths have others who held this position typically taken?"
 - Demonstrates long-term interest
 - Reveals advancement opportunities

Company Culture

- How would you describe the company culture in three words?"
 - Gets to the heart of workplace environment
 - Easy for interviewer to answer honestly
- "What makes people stay at this company?"
 - Reveals positive aspects of workplace
 - Provides insight into employee satisfaction

Management Style

- "How would you describe your management style?"
 - Crucial for understanding day-to-day relationship
 - Helps assess compatibility with your preferred work style

Project & Company Direction

- "What are the department's key priorities for the next year?"
 - Shows strategic thinking
 - Helps understand where you fit in the bigger picture
- "What excites you most about the company's future?"
 - Reveals company trajectory
 - Gives insight into employee enthusiasm

Next Steps

- "What are the next steps in the interview process?"
 - Shows continued interest
 - Helps with follow-up planning

Tips for Asking Questions

- Listen carefully to answers and ask relevant follow-ups
- Avoid questions easily answered by company website
- Frame questions positively
- Save salary/benefit questions for later interview stages or when prompted
- Take brief notes on responses
- Have 3-4 questions prepared for each interviewer

Red Flag Responses

- Vague or evasive answers about company stability
- Inability to define success metrics
- Inconsistent answers from different interviewers
- Lack of clear vision for company's future

REMEMBER: THE INTERVIEW IS A TWO-WAY CONVERSATION. THESE QUESTIONS HELP YOU EVALUATE IF THE ROLE AND COMPANY ARE RIGHT FOR YOU WHILE DEMONSTRATING YOUR GENUINE INTEREST AND PROFESSIONALISM.

Reflection Questions


Think about your three most successful professional achievements. What specific skills and personal qualities helped you accomplish them? How would these translate to your target role?


What are your non-negotiables in your next role? Consider things like work environment, company values, management style, and growth opportunities. What experiences have shaped these priorities? These are good areas to keep in mind while you interview, to make sure that you are joining a company with a culture that aligns with what is important to you.


[illegible]


Thank you!

I hope you found this guide supportive and helpful on your job-hunting journey! Feel free to reach out with questions and make sure you're following along so you're the first to know about new materials and offers! Happy job hunting!

 @amanda_the_recruiter

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 www.amp-recruiting.com



**ACT LIKE THE PERSON
YOU WANT TO BECOME**