

Land Your Dream Job !

Inside this guide, you'll discover:

- Resume Writing Tips:
- LinkedIn Profile Optimization
- Job Interview Questions Cheat Sheet



CRAFTING YOUR RESUME

01

TAILORING IS KEY: A ONE-SIZE-FITS-ALL RESUME WON'T CUT IT. CUSTOMIZE YOUR RESUME TO HIGHLIGHT THE SPECIFIC SKILLS AND EXPERIENCES MENTIONED IN EACH JOB DESCRIPTION

02

NUMBERS SPEAK LOUDER: MOVE BEYOND SIMPLY LISTING TASKS. SHOWCASE YOUR IMPACT WITH QUANTIFIABLE ACHIEVEMENTS. DID YOU "INCREASE WEBSITE TRAFFIC BY 20%"? OR "STREAMLINE A PROCESS, SAVING THE COMPANY \$10,000 ANNUALLY"? NUMBERS TELL A COMPELLING STORY.

03

ACTION-PACKED VERBS: LEAD YOUR BULLET POINTS WITH STRONG ACTION VERBS TO EMPHASIZE YOUR INITIATIVE AND ACCOMPLISHMENTS. "LED," "DEVELOPED," "INCREASED," AND "IMPROVED" ARE ALL GREAT CHOICES.

04

EMBRACE KEYWORDS: INTEGRATE RELEVANT KEYWORDS FROM THE JOB DESCRIPTION THROUGHOUT YOUR RESUME. ATS OFTEN RELY ON KEYWORDS TO FILTER CANDIDATES, SO MAKE SURE YOUR QUALIFICATIONS ARE EASILY DISCOVERABLE.

05

KEEP IT CONCISE: AIM FOR A ONE-PAGE RESUME FOR MOST JOB APPLICATIONS. RECRUITERS RECEIVE NUMEROUS APPLICATIONS AND VALUE A CLEAR AND CONCISE PRESENTATION.

Elevating Your LinkedIn Profile



PROFESSIONALISM STARTS WITH YOUR PHOTO

Invest in a clear, professional headshot that reflects your personal brand. Smile, make eye contact, and dress appropriately for your industry.



HEADLINE WITH PURPOSE

Craft a compelling headline that summarizes your skills, experience, and career aspirations. Entice recruiters to learn more about the value you bring.



SHOWCASE YOUR VALUE

Write a compelling summary that highlights your unique value proposition and career objectives. Don't just list your job title and duties



BRING ACHIEVEMENTS TO LIFE

Use the experience section to showcase specific achievements and contributions you made in previous roles. Quantify your impact whenever possible.

SHARE EXPERTISE & INSIGHTS

Don't be afraid to showcase your expertise! Publish articles, share industry insights, and engage with content relevant to your field. This demonstrates your knowledge and passion.



NETWORK FOR SUCCESS

Connect with relevant industry contacts, join professional groups, and participate in discussions to build your online presence and establish yourself as an expert.





JOB INTERVIEW CHEAT SHEET

TELL ME ABOUT YOURSELF

Keep your response concise (aim for 2-3 minutes), be confident, and practice your delivery.

WHEN TO ARRIVE

For interviews, aim to arrive 15 minutes early. Allow enough time so you don't feel rushed. If possible, visit the location beforehand to familiarize yourself with the route, traffic, and parking.

WHAT ARE YOUR STRENGTHS?

Focus on strengths that are directly related to the job. Practice your answer to ensure you deliver it confidently. And provide a concrete example to support your strength.

WHAT ARE YOUR WEAKNESSES?

Admitting weaknesses shows maturity and self-awareness. Highlight steps you've taken to improve. Showcase how you've transformed a weakness into a strength.

KNOWING YOUR OWN RESUME

Deep dive into your resume - understand every detail listed. Be ready to answer questions about specific accomplishments and skills. Ensure every point on your resume is something you can confidently discuss.

EYE CONTACT AND SMILING

Poor eye contact and a lack of smiling are red flags for many hiring managers. It's about quality, not quantity. A genuine smile and focused eye contact are more impactful than forced or exaggerated expressions.

PROVIDE EXAMPLES

Specificity breeds trust, while vagueness creates doubt. Always provide detailed examples when answering questions. If asked about using data analysis to optimize a marketing campaign, offer a mini case study: describe the goal, the insights gained, the adjustments made, and the results achieved.

CREATE A 30/90 DAY PLAN

Develop a compelling 90-day plan to showcase your strategic thinking and commitment to success. By outlining your goals and learning objectives for your first three months, you'll demonstrate your initiative and preparedness.

RESUME AND LINKEDIN

Resume and LinkedIn profile should be seamless to create a compelling online presence that gets you noticed by the right employers. Your resume is a targeted snapshot designed to land you an interview, while your LinkedIn profile is a dynamic platform to showcase your professional journey and brand.

WHAT TO WEAR

The right interview outfit can help you feel confident and professional. Research the company dress code or ask your recruiter directly to be sure.

GREAT COVER LETTER

Address the letter to a specific person, showing you've done your research. Keep it brief. Tailor the content to the job description. Maintain a professional tone. Clearly state the value you bring to the organization. End with a strong call to action, expressing your interest in further discussion.

ASK INSIGHTFUL QUESTIONS

Prepare 6 -10 questions ahead of time. Develop these questions by researching the company. Never ask a question that is easily answered on their LinkedIn profiles or company website.

GOOD LUCK,
YOU GOT THIS!

THANK YOU EMAIL

Prepare to send a follow-up email. If you are working with a recruiter, ask them if the thank-you email should go directly to the hiring manager or through the recruiter. In your email, thank the hiring manager or interviewer for their time and reiterate why you are a good fit for the role.





Thank You!

Unlock the secret to landing your dream job! Learn how to craft a powerful resume and LinkedIn profile that perfectly complement each other. This comprehensive guide will help you:

- Identify key differences between resumes and LinkedIn profiles
- Optimize both platforms for maximum impact
- Create a cohesive online brand that attracts recruiters and hiring managers

Contact TeamBuilder Search today for a free consultation and explore how we can help you land your dream role.

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