

# GENERAL HINTS & GUIDELINES

HOW TO GET THE MOST OUT OF YOUR NEW RESUME  
PACKAGE

THE  
Resume Fix



Presented by The Resume Fix

This guide is designed to not only help you apply your new materials effectively but also to energize and strategize your job search for the best possible outcomes.

1. Apply for 3-5 Jobs Daily

Consistency is key in a job search. Applying to 3-5 positions daily helps build momentum and increases your chances of finding the right opportunity. This practice keeps you active in the job market and helps refine your application skills over time.

2. Customize Your Materials (Where Needed)

We do not want you to go overboard with making changes to your documents. This is because as professional resume writers, we have meticulously created your content so that you can use your resume for multiple positions.

However, should you need to make changes to your documents please do so to the following areas only:

- Your resume’s header or career target section

For example, your resume may have a header or career target section similar to this:

Sr. Human Resources Manager | HR Director | VP of HR

Feel free to swap out/add in exact job titles for the positions you’re applying for. In fact, the job title is often a keyword used within Applicant Tracking Systems (ATS) so it’s a good idea to add them where necessary.

- Your resume’s “keyword” section

For example, your resume may include a similar section such as the one below. We advise that you add in prominent keywords that you see within your job descriptions that may not be present in your keywords section list.

*Core Competencies*

• Human Resources Operations	• Workforce Planning & Forecasting	• Service Delivery & Program Management
• Leadership Development	• Learning & Development	• Employee Training & Development
• Employee Relations & Engagement	• Team Building & Leadership	• Continuous Process Improvements
• Change Management	• Project Management	• Talent Acquisition & Retention
• Data Analysis, Reporting & KPI’s	• Cross-Functional Communications	• HR Policies, Procedures & Standards

This personalized approach can demonstrate your genuine interest and fit for the role. We do not recommend any other changes to your documents.

### **3. Network Actively**

Leverage your LinkedIn profile to connect with industry professionals, alumni, and recruiters. Networking can uncover hidden job opportunities and provide valuable insights about companies and industry trends. Engage in relevant groups and discussions to increase your visibility.

### **4. Track Your Applications**

Keep an organized record of the jobs you apply for, including company name, position, date of application, and follow-up actions. This will help you manage your applications effectively and remind you when to follow up.

Within this resource library you will find our Job Application Log – a simple spreadsheet we have put together to help you track your applications.

### **5. Prepare for Interviews**

Familiarize yourself with your new documents and use your new bullet points as talking points for interviews – especially your accomplishments. Be ready to discuss your experiences, achievements, and the skills listed on your resume in depth. This preparation will show your professionalism and confidence in your abilities.

### **6. Utilize a Variety of Job Search Engines/Job Boards**

Beyond applying directly on company websites, use job search engines and job boards to discover more opportunities. Many platforms allow you to set up alerts for specific job titles or companies, ensuring you don't miss out on potential matches.

Within this resource library you will find several job boards lists for your perusal.

### **7. Request Informational Interviews**

Reach out to professionals in your field for informational interviews. This not only expands your network but also provides insider knowledge about working in your desired industry or company.

### **8. Engage in Ongoing Professional Development**

Continue building your skills and knowledge in your field. This commitment to growth makes you a more attractive candidate and can be a talking point in your applications and interviews.

### **9. Optimize Your LinkedIn Account**

Use your LinkedIn account to its fullest by regularly posting, making updates about new skills, accomplishments, and other professional content such as projects you're working on. A dynamic profile attracts more attention from recruiters and potential employers.

## **10. Be Proactive with Follow-ups**

After submitting an application or following an interview, send a polite follow-up email to express your continued interest and thank the interviewer for their time. This keeps you top of mind and demonstrates your enthusiasm for the role.

## **11. Expand Your Search Criteria**

Be open to opportunities in related fields or industries where your skills are transferable. Expanding your search can uncover exciting opportunities you might not have considered otherwise.

## **12. Practice Self-Care**

Job searching can be stressful. Remember to take care of yourself by setting realistic goals, taking breaks, and engaging in activities you enjoy. A positive mindset can significantly impact your job search success.

## **13. Use Social Media Wisely**

Ensure your social media presence outside of LinkedIn is professional and reflects positively on you as a candidate. Employers often review candidates' social media profiles as part of the hiring process.

## **14. Attend Industry Events**

Whether online or in-person, industry events are great for networking, learning, and discovering job opportunities. Make a point to attend relevant seminars, workshops, and conferences.

## **15. Volunteer or Freelance**

Consider volunteering or freelancing to build additional experience, fill gaps in your resume, and network. These experiences can also provide valuable content for your LinkedIn profile and interviews.

## **16. Set Daily Goals**

Beyond applying for jobs, set daily goals for networking, learning new skills, or improving your application materials. Small, consistent efforts can lead to big results over time.

## **17. Be Persistent and Positive**

The job search process can have its ups and downs. Maintain a positive outlook and be persistent in your efforts. Your dedication and resilience will pay off in finding the right opportunity for you.

By following these tips, you will be well-equipped to navigate the job search process with confidence, strategy, and ease, allowing you to make the most of your investment.