



# Resume and Job Search

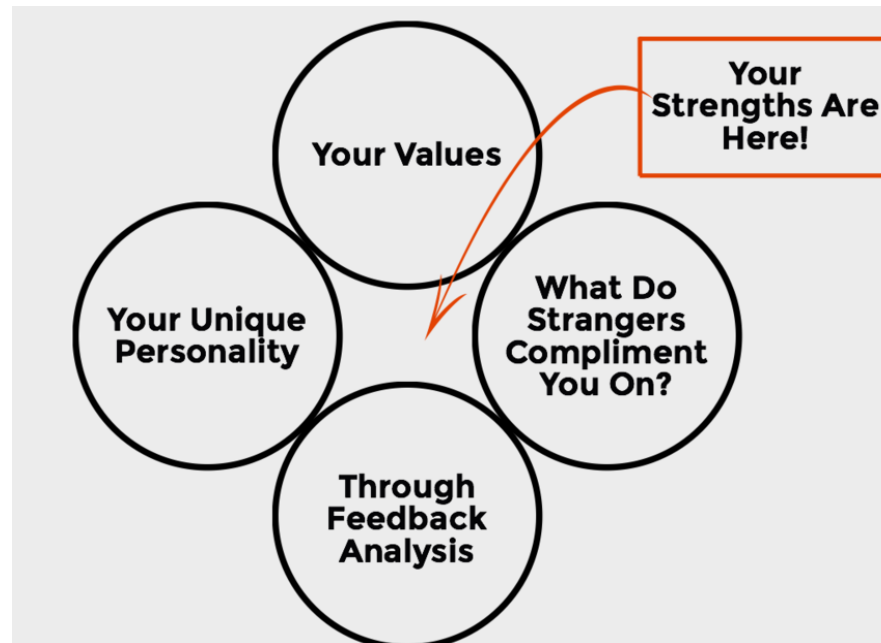
Winter 2020 StreetWise Partners

# Today, You Will...



- ❑ **Discuss your Clifton StrengthsFinder results**
- ❑ **Strengthen and tailor your resume**
- ❑ **Learn about job search techniques**
- ❑ **Tailor your cover letter**

# STRENGTHSFINDER.® DISCUSSION



# STRENGTHENING AND TAILORING YOUR RESUME



# Strengthening Your Resume



- **Analyze your target job descriptions. What do your three job descriptions have in common?**
  - ✓ Core competencies
  - ✓ Key responsibilities
  - ✓ Qualifications
  - ✓ Desired traits
  - ✓ Experience
- **Are those commonalities represented in your resume?**
  - ✓ No: Add them
  - ✓ Yes: Make them stronger
- **StrengthsFinder Results**
  - ✓ Make sure your top results are reflected throughout your resume

# Tailoring Your Resume



- **Tailor your resume**

- ✓ **Select one target job description, begin to tailor your resume for that job description**
- ✓ **Look at core competencies, responsibilities and experience requirements listed in the job description and make sure your resume highlights these components of the job description**
- ✓ **Use your StrengthsFinder assessment results to target your strengths**

# JOB SEARCH



# The Job Description



- **Don't be intimidated by the job description!**
  - ✓ Informational interviews can help you determine which requirements are rigid and which are more flexible
  - ✓ If you meet the rigid requirements but do not have all the required years of experience, apply to the position anyway!
- **If you are unemployed/underemployed or have limited work experience:**
  - ✓ **Target contract, temp, or volunteer work** that will allow you to utilize skills and gain important experience to put on your resume and LinkedIn profile



# Preparing to Apply



## ▪ Referral

- ✓ If you're being referred by an employee, reference it in your cover letter and the online application
- ✓ Ask if your contact can follow up with HR to flag your application as it comes in

## ▪ Be strategic

- ✓ **Sending out 100 generic resumes is not as productive as tailoring 5 resumes and cover letters.**
- ✓ **Use the exact wording from the job description on your resume**
- ✓ **Resumes and cover letters submitted through a job board still must be customized**

## ▪ Always upload your resume/cover letter as a PDF

- ✓ Ensures consistent formatting

# Preparing to Apply



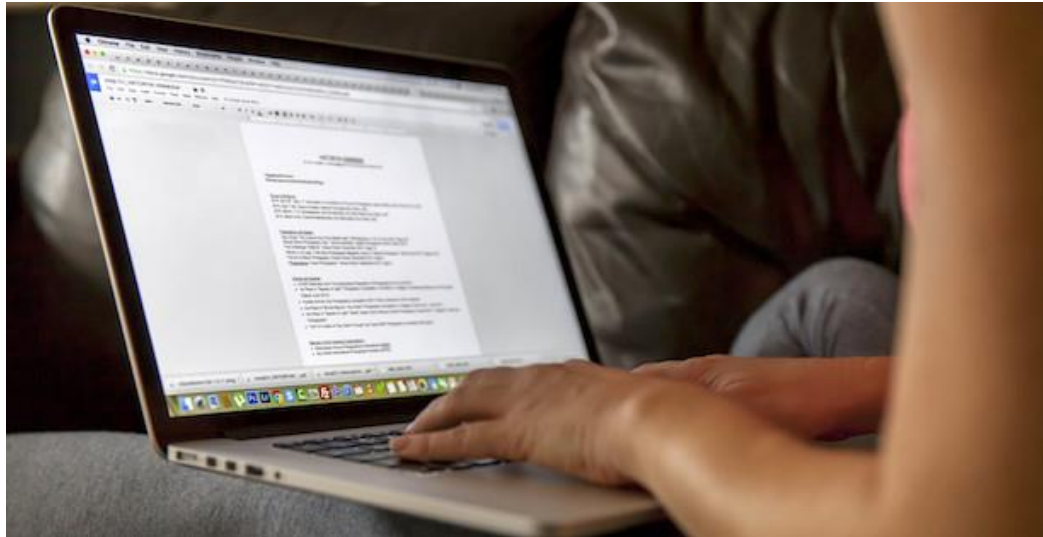
- **Save the job description as a document or PDF**
  - ✓ Job descriptions get taken down after they expire. Make sure you have a copy for your records that you can refer back to if/when you get an interview.
  
- **Save your customized resume/cover letter with the job description**
  - ✓ This will help you make sure you bring the right materials to the interview
  - ✓ Save them in a folder on your computer or USB with the company name, position name, and date of application so that you can refer back

# Track Your Application



- **Create an application/follow-up log**
  - ✓ Helps you see at-a-glance where you are in the application process and when you will need to follow up
  
- **Include the following information:**
  - ✓ Company name
  - ✓ Position name
  - ✓ Application date
  - ✓ Website login information (if applicable)
  - ✓ Date of last follow up
  - ✓ Date of phone/in-person interview

# TAILORING COVER LETTER



# Tailoring Your Cover Letter



## • Tailor your cover letter

- ✓ Use the same target job description you used to tailor your resume and write a personalized cover letter for that job description
- ✓ Look at core competencies, responsibilities and experience requirements listed in the job description and make sure your cover letter addresses these components of the job description
- ✓ Use your Clifton StrengthsFinder results to target and highlight your strengths
- ✓ Use your cover letter template on page 6 of the module as a guide

# WRAP UP

