

JOB SEEKER HINTS & TIPS



LAND YOUR DREAM JOB



On the job hunt?



Are you on the job hunt looking for your next dream role? Are you applying for jobs, day after day with no response back on your application?

Not even an email reply to say you weren't successful?

Never fear. This is not unusual and something we hear from job seekers quite regularly. While you cannot force employers or recruitment agencies to 'give' you a response to your application, there is a lot you can do to increase your success rate on landing interviews and finding your next dream career with an employer that will support you in where you want to go in your career goals.

Regardless of the role you are applying for, there is a lot you can do to stand out from the crowd with your application, approach and how you pitch yourself to your next potential employer.

FREEDOM RECRUITMENT AGENCY'S *Core Values & Behaviours*

RESPECT & EQUALITY

GROWTH & CONNECTION

PEOPLE FIRST

EXCEPTIONAL & PROFESSIONAL



Write a great resume

Submitting a great resume on your next application is one step towards an outstanding application. In fact, an EXCELLENT, well presented and laid out resume will go a mile in having your application noticed, simply because it's easy to read!



Make it about you

Your resume is about 'selling' yourself to your next potential employer. Show off your accomplishments, achievements in previous roles and check it's up to date.



Have a powerful objective

Your objective, opening statement or your tag line should capture what you are seeking in your next role and what value you can add for your future employer in 3 - 4 lines.



Highlight your amazing skills

Make your skills stand out ... and list them! Be sure to include a mix of hard (trained or gained) skill and soft (developed) skill.



Triple check your formatting

Check your formatting, layout, spelling AND grammar! This is simple and something recruiters will look at. Whatever role you apply for, consistent formatting makes your resume easy on the eye and shows attention to detail.



The Cover Letter _____

01 Tailor your letter to the job

Do some research on the company you are applying to. Yes, use a template as a base for each cover letter, but tailoring goes a long way. Why you are excited to apply for the specific position? Address your letter to the hiring manager ... bonus points if you can find out their name and address it direct to them!

02 Craft a great opening paragraph

Have you heard the term *your first impression is your last impression* ? Make a great first impression with a great opening paragraph in your cover letter.

Make a connection between you and the company that encourages the reader to continue. Steer clear of generic, recycled lines.

03 Don't re-iterate your resume

Your cover letter is there to tell your potential employer more about you without being a repeat of your resume. Infuse your personality, tell the story of your experience, highlight relevant skills and accomplishments along with valuable detail. E.g. 'I used xx to analyse customer trend reports, supporting ...'



Key words

Make your resume *powerful* and *impactful* on the reader with excellent key words. Leave behind the generic terms and replace them with something that aligns more cohesively to what you are communicating to your reader (and sound uber-cool in the process!).

Strengths	Skills	Verbs
Customer focused communication	Proficient Microsoft package skill	Team oriented
Immaculate presentation	Focused team player	Conscientious
Versatile in [insert strength]	Efficient problem solving ability	Calm
Ability to hold space for employees / colleagues	Critical thinker	Perceptive
Flexible in ability to [insert strength]	Adept conflict resolution	Receptive
Enjoyment for continuous learning in [insert field]	Strategic planning and organisational skill	Insightful
Ability to empathise and actively listen	Analytical thinker	Progressive
Ability to delegate and negotiate tasks	Able to manage time and prioritise critical tasks	Instrumental



Revamp your LinkedIn Profile

01 Refresh your profile photo

Use your LinkedIn to communicate who you are on a professional level.

Choose a picture of yourself that is high quality, has good lighting, is current (and actually looks like you!) where your face fills at least 60% of the image.

Avoid the filters and selfies ... ask someone to take the picture for you.

02 Revise your summary

Your summary is an opportunity to tell people to introduce yourself and tell your story to your viewers. Include career aspirations, current achievements and how you can add value to your next role. Include a CTA (Call to Action) on what next step you want the viewer to take.

03 Update your current experience

Recruiters and head hunters use LinkedIn to find great candidates and potential job matches. Keeping your current experience updated (a reflection of your Experience Profile in your resume) is a good way to get the prospective employer looking for you ... and not the other way around!



RESUME

CHECKLIST

YOUR CHECKLIST GUIDE TO CRAFTING AN OUTSTANDING RESUME

- Choose a clean, simple easy to read layout

- Contact details (name, phone number, email address etc) are current

- Objective / opening paragraph engaging, memorable and how you add value

- Dynamic and non-generic wording used for Skills - show off your skills!

- Experience profile is current and up to date

- Experience profile highlights role tasks / duties and key achievements

- Experience profile includes company name, location, employment dates

- Outline relevant education and applicable certificates etc ... it is OK to leave off the year you completed high school unless you are new to the market

- Leave off details that may leave you open to discrimination e.g. birth date

- Only include genuine hobbies and interests (if you want to)

- Optimise resume for ATS (Applicant Tracking System) friendly

- Check formatting, spelling and grammar. Save in PDF or Word



ASKING FOR A reference

Are you at the stage of your job application where the recruiter asks "can you provide me with referees to contact?"

Having good references lined up and ready for your next job application can make or break your application. This is part of the final steps of the process.

Building good relationships with previous employers and managers is generally the way to go ... especially before you leave a role. Ask your manager "would you be a referee in future for me?". Ensure you collect their contact details too, and preferably a personal contact number so they are always easy to reach.

Asking for a written reference on company letterhead is another alternative. Make sure you have those you have reported to (your boss) as the ideal referee.



*"The best way to
predict the future
is to create it."*

- ABRAHAM LINCOLN

