

Job Seeker Resources.

- 1 - Resume writing tips.** Whether you haven't needed a resume in 5 years or you've recently done it, you'll find something of use here.
- 2 - Updating your LinkedIn profile.** Now you've got some time, let's get it looking as good as it possibly can and congruent with your resume.
- 3 - Slack channels** to network on
- 4 - Free Courses** to consider.
- 5 - Application tracker spreadsheet. Attached**
- 6 - Interview Plan. Attached.**

1 - How to Write your Comprehensive Resume

- 1. Header** – This is found on top of the resume and gives the recruiter all the necessary information about you in a glance.

Must Haves:

- ✓ **Complete** Name and Address
 - ✓ Updated Email **and** Mobile Number
 - ✓ LinkedIn Profile Link
 - ✓ Personal Website/Online Portfolio if applicable
 - ✓ Only have qualifications here if they're a necessity to the role you're applying to. I.E. If a job ad states that you **must** have a degree in something, then show you meet this requirement early on in the resume.
- 2. Summary** – Provide a short and concise summary of **what you've done**, what you are doing, and what you want to do in the future
 - ✓ Try to keep it under three to five concise sentences highlighting your skills/knowledge that is **relevant** to the job you are applying to.
 - ✓ Don't be afraid to give it some **personality**.
 - 3. Work Experience** - Be sure to highlight what your responsibilities are/were, but more importantly - your **achievements** in each role. Describe the problems solved and provide the outcome or results achieved. Also, make it relevant to the requirements of the role.

Must Haves:

- ✓ Company Name and Location
- ✓ Job Title
- ✓ Time at company / in role
- ✓ Details of your Work/Role
 - Use **success verbs** - Accelerated, Achieved, Added, Awarded, Changed, Contributed, Decreased, Delivered, Eliminated, Exceeded, Expanded, Gained, Generated, Grew, Improved, Increased, Introduced, Maximized, Minimized, Optimized, Produced, Reduced, Saved, Sold, Streamlined.
 - Show what you did - **statistics and metrics**

- 4. Skills and Interest-** Highlight all the skills related to the job you've had and the job that you want.

- ✓ Technical
- ✓ Language
- ✓ Computer

- √ Interests
- √ Remove any outdated skills and software

5. Final Thoughts

- √ **LESS IS MORE** - *On average recruiters spend 10-20 seconds only reviewing a resume. Anything that is hard to read or messy will not help you at all.*
- √ **FOCUS ON YOUR IMPACT** - *Remember to focus on the impact of what you did and show the numbers in numerical form to prove it.*
- √ **HONESTY IS THE BEST POLICY** – *It says it all, every employer values honesty/integrity and you can start by providing truthful information.*
- √ **PROOFREAD** - *Don't forget to check and review your resume before sending it over to the recruiter. We recommend having a peer or 2 review it as well.*
- √ **STAY FRESH** - *Update your resume regularly - we advise a brain dump once a quarter, of the things you've delivered or achieved. You can come back to tidy it up later, but get the details in there for now. When you come back to it you'll be surprised what you would have forgotten.*

2 - 10 Easy steps in making your LinkedIn Profile Standout

1. Add your best headshot or profile photo

The first and easiest way to step-up and upgrade your LinkedIn profile is by uploading a good professional headshot. With the huge number of people on LinkedIn, those without photos are easily pushed aside.

2. Create an eye-catching headline

Your headline is the first bit of information that shows up right below your name on your LinkedIn profile. This is your very own advertising space where you can share and mention your specialty and how you benefit your company and/or customer.

3. Craft an interesting summary

This is where you can put your strengths and what you can bring to a prospective employer. Please keep in mind that the summary is one of the crucial parts of your profile, use words that you want to be strongly connected to in your field.

4. Highlight your work experience

This is the part where you must include any jobs or experience that you deem relevant to where you want your career to go and make sure to use three to four interesting and impressive bullet points to highlight your work experience. Also, use strong action words to show what you have accomplished in each position.

5. Use Visual Resources

Make sure to add any visual media that can best represent your skills and ability as an effective employee. LinkedIn allows its user to upload or connect media from Youtube videos to infographics.

6. Customize your LinkedIn Profile URL

Your LinkedIn profile has its own default URL that you can change and customize. Use that option to make it more concise, neat and memorable.

7. Start making connections

Make sure to keep your connections growing because having a lot of it will make you visible to others up to third degree connections.

8. Ask for recommendations

This is one of the most important parts of your LinkedIn profile, recommendations are a key to making your profile standout. Employers want to know what other people think of your work.

9. Keep your LinkedIn Profile active

LinkedIn is not only your online resume but your business network social media account and to get more out of it you have to remain active and engage in thoughtful comments and other online activities.

10. Let the recruiters know that you are open for opportunities

This is one of the [best features](#) of LinkedIn, letting recruiters know that you are open to discuss opportunities or

currently looking for one.

3 - Get on Slack channels, get networking.

Slack Communities for Developers

1. [#devchat](#)
2. [TechMasters](#)
3. [TechWell Hub](#)
4. [DevOpsChat](#)
5. [Ministry of Testing](#)

Product Management Slack Communities

1. [The Product Coalition](#)
2. [Mind The Product](#)
3. [Product School](#)
4. [Women in Product](#)
5. [Product Manager HQ](#)

[Slack communities for UX Designers](#)

[Slack community for DevOps peeps.](#)

4 - Consider some study to keep up to date with relevant things.

10 Best Sites for Free Online Courses

1. Coursera
2. EdX
3. OEDb
4. MIT OpenCourseWare
5. Harvard
6. Codecademy
7. Microsoft Virtual Academy
8. VMware Education
9. Alison
10. Khan Academy