



WANT TO START A NEW CAREER?

FOLLOW THE PROFESSIONAL GUIDELINES FOR RESUME DISTRIBUTION FROM OUR EXPERTS:

Getting a perfect **Resume** is not the final step; learn some amazing tips and instructions for you to get yourself **Employed FAST** through remarkable interviews!

“THE DO NOTS”

1- Rely completely on just one job portal, whether it's a newspaper or the job posted on the internet. We advise you to search on both platforms. Also, ask your acquaintances to keep you posted if they come across a vacancy in the company they are working for.

2- Rely solely on applying on the online job portals as the employers do not always respond. Posting your resume on the job portal should be one part of the whole resume distribution process. Keep in mind that some employers post a job vacancy as a means of marketing.



MARKET YOUR RESUME TO GET EMPLO- YED INSTAN- TLY:



Note: We request you to keep copies of at least 40 emails in which you have sent the new resume to certified companies. Follow this step as advised to get yourself qualified for the “90-Day Hiring Guarantee” policy.

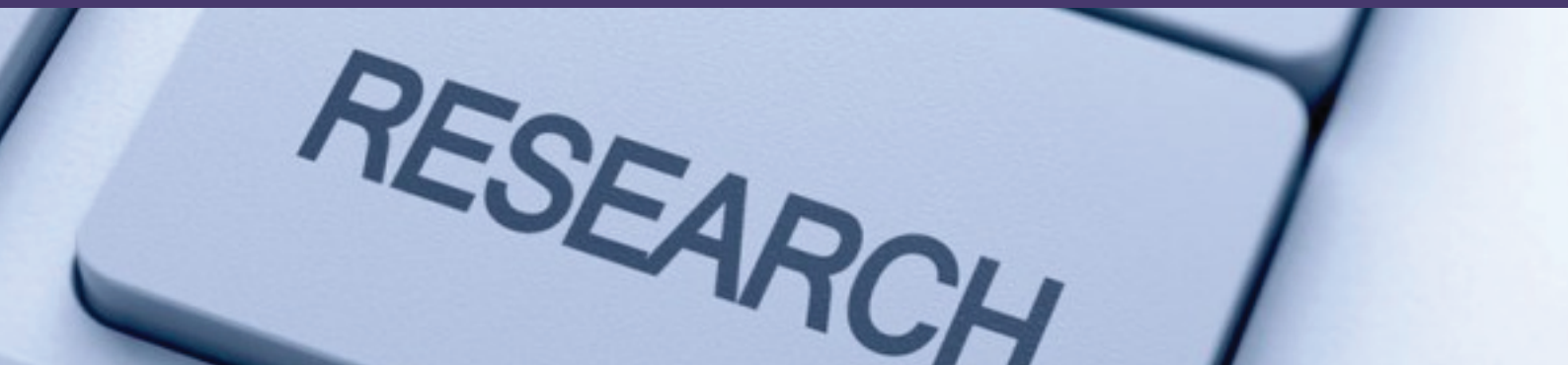
You will find hundreds of job post ads of the companies that are hiring. You do not have to just send your resume to them. It is important first to do your research and know about the company. Send your hard copy of your new resume along with a professional cover letter to the address mentioned on their official website. Make sure your resume includes your previous work experience and support their requirements for the position. Also, keep yourself posted with the job vacancies in the newspapers to know about the latest trends in the job market. It is okay to ask your friends and acquaintances to know about the recent job postings in the organizations they are working for. Each resume that you send to an organization make sure the cover letter has been customized.

Do not restrict yourself from sending a hard copy to the relevant company even if it is mentioned “no phone calls” in the job description. You do not need to panic because what is the worst that would happen? It is sometimes okay to take put in extra effort to get yourself noticed, including mailing a hard copy of your resume to the hiring

Search as many latest job posts as you can and do not limit yourself to just one keyword. You can also go through different categories as a research tool to review job posts that might be suitable for you according to your work experience and interests.

YOU NEED TO BE SOLELY DEDICATED TO YOUR MARKETING CAMPAIGN IN ORDER TO GET RESULTS!

All you need to do is to put in effort and time, and the reward will be your dream job! According to our terms, we advise you to send at least 40 copies of the certified mail receipts to us. The purpose of this term is to help you work hard and aggressively in order to score your dream job. We advise you to send mail or fax your resume to even those employers who clearly mention “emails only” in the description. We work hard for you until you get interview calls. In case the employer does not mention the address, our advice is to do some research and find their address on the internet to send them a copy of your resume.



THE KEY TO YOUR SUCCESS IS RESEARCH!

Almost every one of us has access to the internet these days, which makes research easily doable. Follow these simple steps to use research as a tool for job hunting:

Search official websites of the companies online – Learn about the company before applying for the job post. Go through their website to know about what they do and even the number of employees who work there. See if you know anyone who works there and finds out about the hiring contact. It is okay to call them and ask about their hiring process and who their hiring manager is. This will help you customize your cover letter according to their requirements and get you noticed amongst thousands of the applications. Do not forget to state how your experience and qualifications match their needs.

Use the “yellow pages” to search for the relevant jobs in your area. Make a list of companies and the job posts that they offer. Search the names and contacts of the hiring personnel. If you find the concerned person’s LinkedIn profile, get in touch with them in order to mail your updated resume along with a professional cover letter.



IMPORTANCE OF NETWORKING!

Another thing to do frequently, without any hesitation, is to ask your friends if the company they are working for is hiring. Even if the company is not hiring, there is no harm in sending your resume to them. You can either take your friend's help or, if they feel uncomfortable, you can assure them not to use their name anywhere in the process.

Use networking as an important step to generate leads and also follow-up with the employer to know about your status of hiring

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HAVE AN INNOVATIVE APPROACH!

Innovative Approach



If you are doing a job or looking out for one, you already know how everyone depends on the job boards for the opportunity. You come across an advertisement, send your resume, and then wait for weeks for a response. This can be hectic and confusing, sometimes as the competition is high. Do not limit your approach to just sending your resumes through a job portal and then wait till you get a single call. We advise you to snail mail your updated resume with a customized cover letter to at least 40 organizations. Your hard work will pay off with an exciting job opportunity. Make sure you have all the fax receipts or have sent your resumes through certified mail. Keep a proper record in order to ensure that you have sent your resume to the right places and relevant persons. The major secret that a skilled and successful job hunter goes for is that he/she uses the approach of mass marketing. Successful job hunters send out 20 to 30 hard copies of their resumes every week. They invest their full time into job hunting, which is why they get results FAST! They plan out every step carefully, do their research, and handle this process as a serious marketing campaign. Your hard work always pays off!

If you only send your resume through an email or job portal, the automated response you get is not proof that the employer has actually gotten your application or not. As hundreds of people apply every day, all the resumes go into the company's database, decreasing your chances to be seen.

Keep your resume updated and customize your cover letter according to the needs of the employer as you need to get noticed.

Do not rely solely on just one approach, such as sending your resume online through a job portal.

ALWAYS FOLLOW UP!



As mentioned above, always send a hard copy along with your submission of your resume online. In this challenging marketplace, you need to take wise steps to get yourself noticed. You need to make sure that your resume has landed in the hands of the right person.

Your concern should be over the fact that your resume and cover letter have reached to the KEY HIRING SOURCE, who has a say in decision making. So the key point is to know about the hiring personnel through research, in order to get a maximum

Do not forget to send a copy of a letter stating why you are perfect for the respective job position. Avoid long paragraphs in your letter as no one has time to read long cover letters, especially when the competition is so high. Write your experiences and skills in bullet points and BE SPECIFIC!

If you keep posting your resume online on the job portals, you will only get automated responses. There will be no proof if the hiring manager has opened your mail or not. Why is that?

As the competition is high in the marketplace, thousands of people are job hunting and sending their resumes aggressively. Why would they search for your resume?

The chances for online submissions are more as everyone has access to the internet. People search for a job on job portals every day. Just like you are applying for jobs online, there are other candidates who are applying aggressively as well. Think out of the box when it comes to choosing a job-hunting strategy.

ALWAYS REMEMBER ONE THING!



Remember!

Posting a job and hiring a candidate is one motive that an employer has. Usually, employers post job positions as a part of their marketing strategy as well, which is why they get thousands of applications. You need to have a strong marketing campaign in order to get the best results. Treat every job as it is your own. Think outside the box and be creative. Even if you think that you do not fully qualify for the job position, you can still send your resume, who knows if they shortlist you for another position. Send a hard copy of your resume and cover letter as well, in case they missed your application online.

Whenever you come across a job ad of a company that is hiring, use it as a research strategy. They might have an opening in your area. It is okay to take your time in research as you will get better with practice!

If you want the results FAST, you need to make sure that your resumes have gotten to the right place, in the right hands!

We advise you to use both the internet and mailing strategy in order to get recognized by the hiring managers. In addition to that, ask your friends to keep you posted about the job vacancies in the companies they are working for. Double-check the spelling mistakes or grammar before you send your application to any of the companies.

Use every possible resource when it comes to job hunting. Do not forget to follow-up on the ones you have applied already. Make a list and write down the contact details of the hiring manager of each company. As already mentioned above, do not forget to mail a hard copy of your resume in case they missed out on your online application.

Every cover letter should be customized according to the requirements of the company that is hiring. Make sure you have written every important detail in bullet points. Avoid lengthy pages as no one will bother to go through them.

The first few points of your cover letter should be so strong that your application grabs the attention of the hiring manager. Make sure the hard copy that you send to the hiring manager is neat and presentable. Keep your resume updated and make sure there are NO MISTAKES!! Give at least 5 to 6 hours every day to plan out a perfect marketing campaign. Write down different stages and follow them aggressively.

Last but not least, ask experienced people who know how to job hunt and what is required by the hiring managers!
