

# J O B   S E A R C H T O O L K I T



**RECRUIT  
PETRA**

S A L L Y   M I K H A I L

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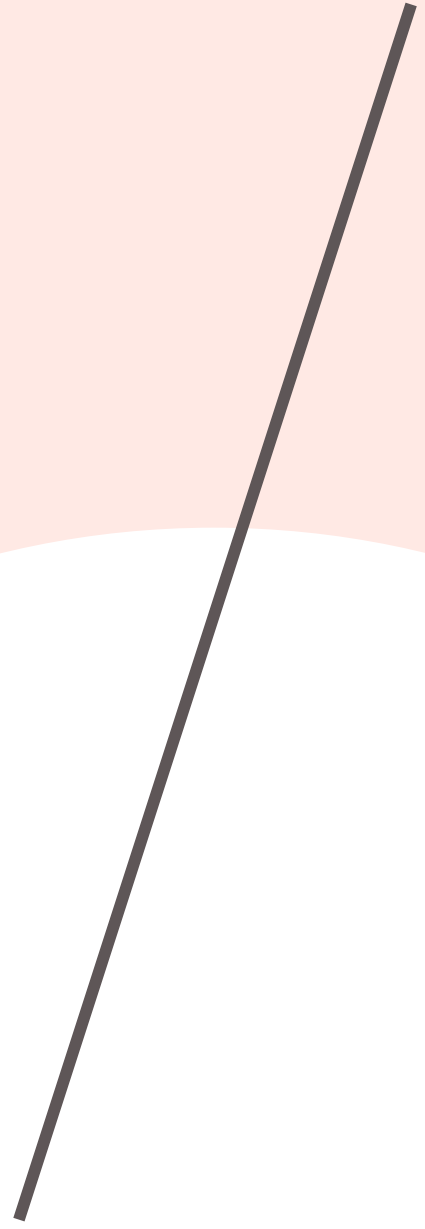
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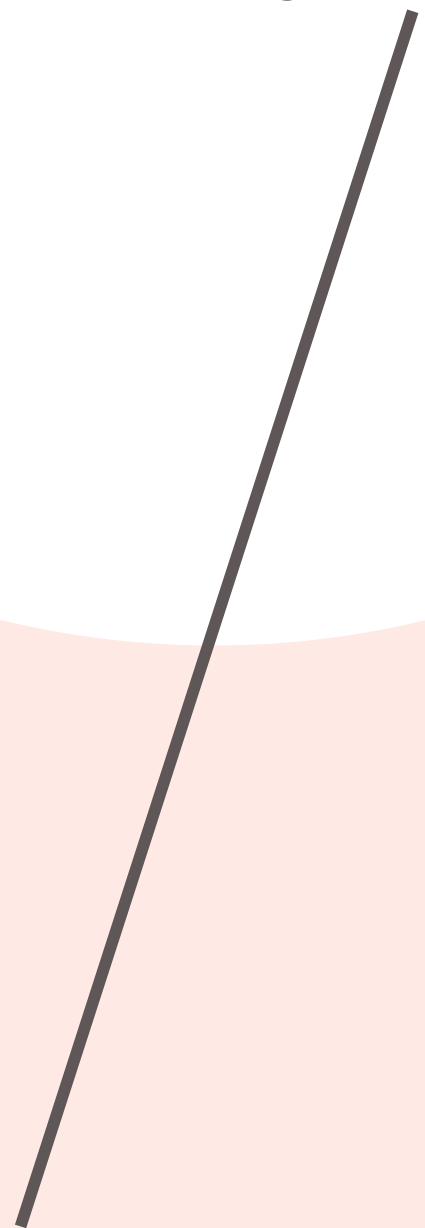
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02



K N O W  
T H Y S E L F



02

Let's find you a job!

This e-book is a resource for jobseekers that covers as much ground in the job-seeking journey as possible: from identifying what you want to do to how to negotiate a salary.

Most if not all the resources below are free! You will get out what you put into your job search.

It is highly recommended to know if you are on the right career path and what your strengths are.

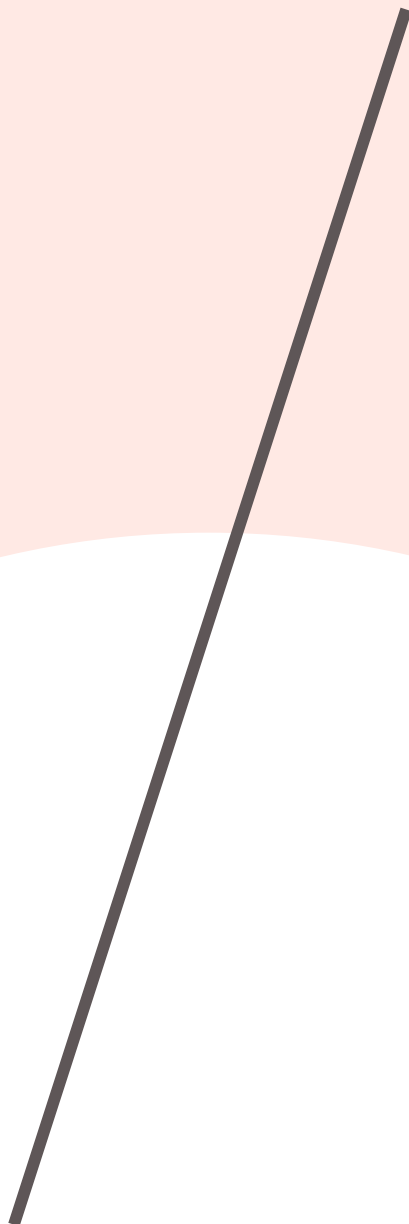
Take any free quiz listed here:

- <https://www.themuse.com/advice/the-11-best-career-quizzes-to-help-you-find-your-dream-job>

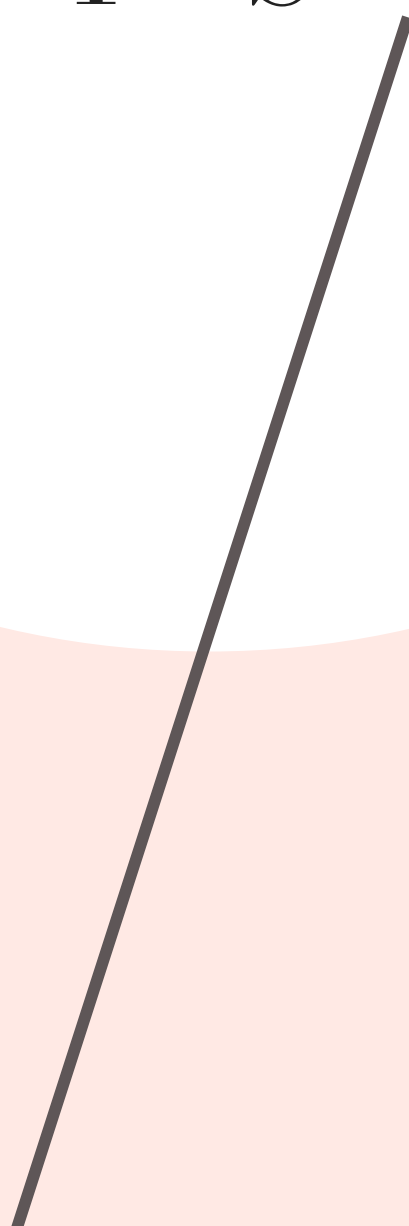
Map out your career here:

- <https://www.biggerplate.com/business-mindmaps/5/career>
- <https://daringtolivefully.com/seven-stories-exercise>

04



L O V E  
T H Y S E L F



04

One of the most important things you can do on this job search journey is to love yourself, forgive yourself, love others and forgive others.

Listen to affirmations like these:

- <https://www.youtube.com/watch?v=92NmZrW7UUA>
- <https://www.youtube.com/watch?v=IRJX4lvFB64>

Job searching is a process. It's going to be hard. You are going to experience a lot of different things, but always remember you are worthy.

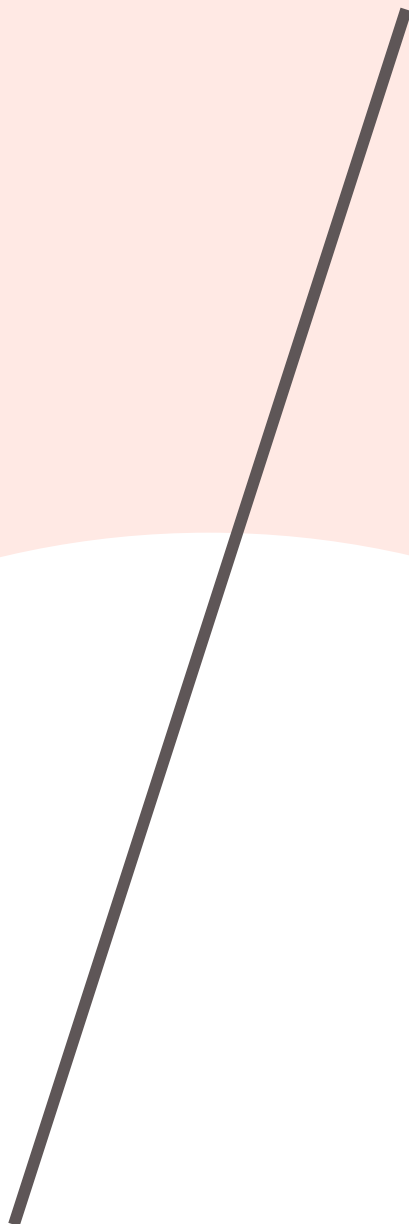
Put in the time, at least apply to five jobs you truly want a week or more than that if you have time.

Don't just apply without researching the company or reading the job description fully.

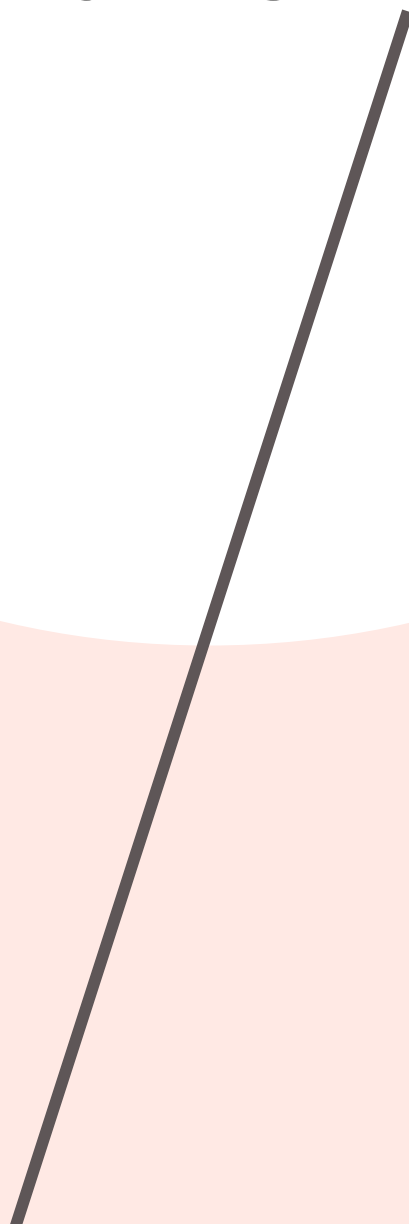
You are worth it. Focus. You deserve it.

Don't give up. The wait is hard. Stay motivated.

06



T H E  
R É S U M É



06



A résumé is a piece of marketing material that advertises you! Be sure to tailor it to each job. Your mission is to make sure the person reviewing your resume understands that you are an excellent fit for their position.

Use a minimalist template:

- Are you a recent grad? <https://resumelab.com/resume/google-docs>
- Make sure you list out at least 3 accomplishments for each job or internship
- Examples of great résumé for new grads are here: <https://collegegrad.com/resumes>
- Make sure that you spell-check your resume before sending it out

There are many free résumé templates out there. Choose a minimalist one and save it in docx or pdf format:

- <https://www.indeed.com/career-advice/resume-samples>
- <https://resumegenius.com/resume-templates>
- <https://resume.io/examples>
- <https://www.kickresume.com/en/help-center/executive-resume-samples/>
- <https://www.kirbypartners.com/executive-resume-templates/>
- <https://www.pathforward.org/writing-a-resume-after-more-than-a-few-years-out-of-the-workforce/>

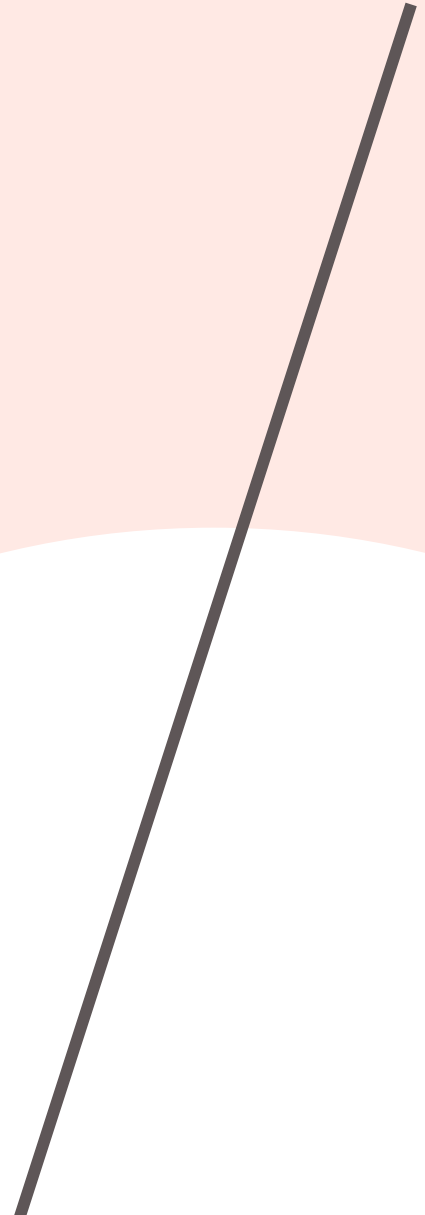
### Résumé Writing Tips

- List your accomplishments not just a laundry list of duties/your job description
- Use a chronological résumé, not a functional resume
- Look at the job you are applying for
  - Do you meet 60% of the qualifications including education?
  - Do you want the job?
  - Does this job fit into your overall career goals?
  - Do the people that work there like it overall?

Then Apply!



08



COVER LETTER

08

Prepare a general cover letter to tailor it to each job.

Great cover letter templates can be found here:

- <https://resumegenius.com/cover-letter-templates>

Be sure to describe your experience as it relates to the job you are applying for.



### Video Cover Letter/Resume

It doesn't hurt to create a video cover letter/résumé to go along with your application.

Check out what a video résumé /cover letter looks like here:

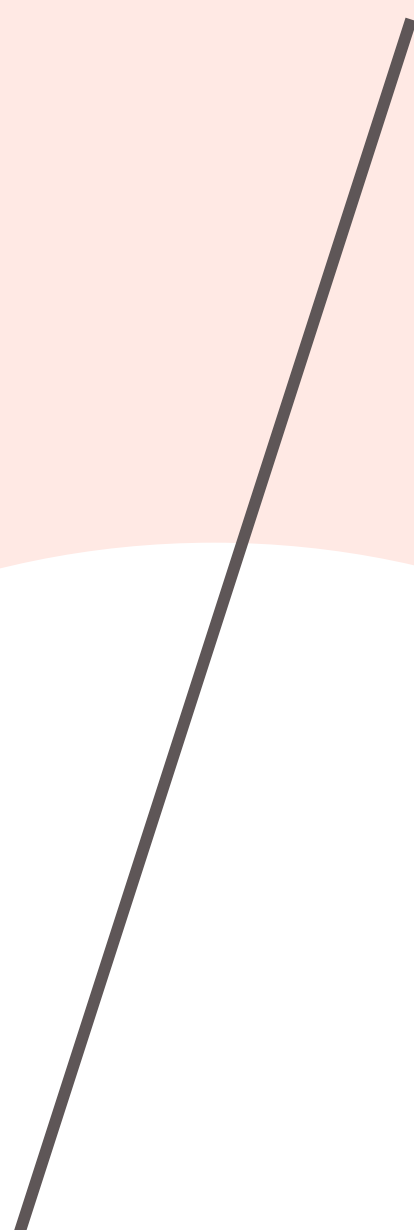
- <https://www.vyond.com/resources/video-resume-tips-to-help-you-land-the-job/>

A free tool is available here:

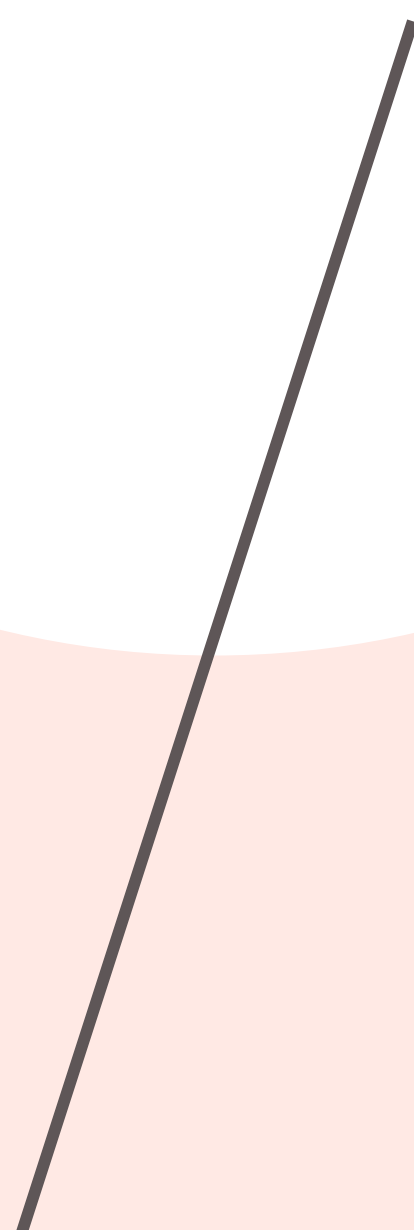
- <https://biteable.com/corporate/resume/>

Or you can just practice and shoot a video from your phone, upload it to YouTube, and include the link in your cover letter and/or résumé.

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A P P L Y I N G



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Here's the fun part!

Applying for jobs! There are a lot of job boards out there:

- <https://www.thebalancecareers.com/top-best-job-websites-2064080>

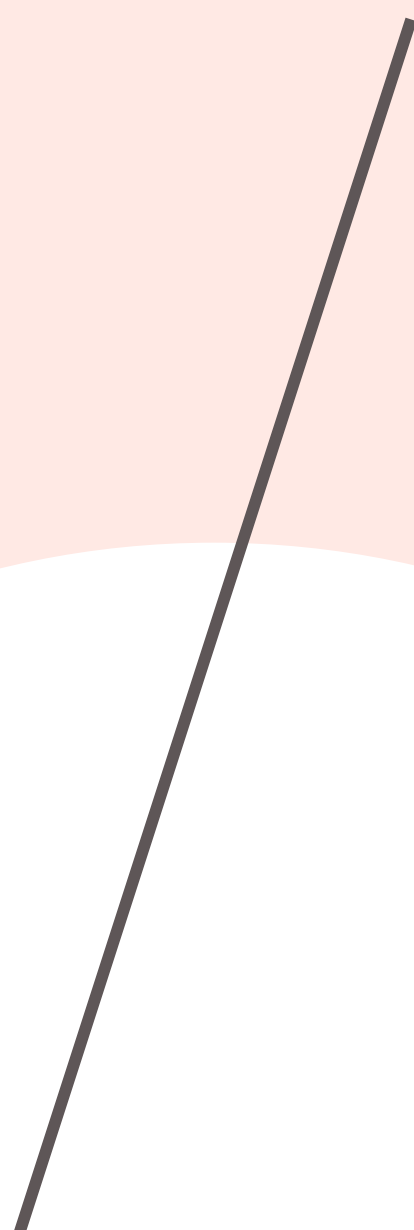
Use at least 3 job boards for your search or the company you want to work for career website.

Make a list of 5 jobs that were posted within the last week at most on excel or google sheets.

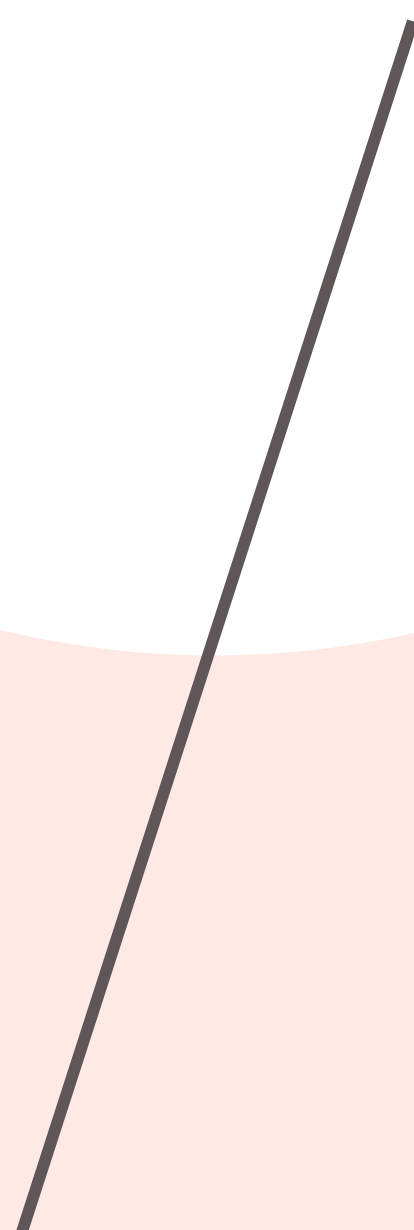
Make sure to have a Job Title, Link to the Job, Company Name, Contact at Company, Date Applied, Followed Up, Interview Column, and Offer Column on your sheet.

**Tip:** If you are filling out a long job application, put your information on a word doc to copy and paste into fields, instead of manually typing in the information each time.

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R E A C H I N G   O U T



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So, you identified 5 jobs and filled out your sheet!

*Great!*

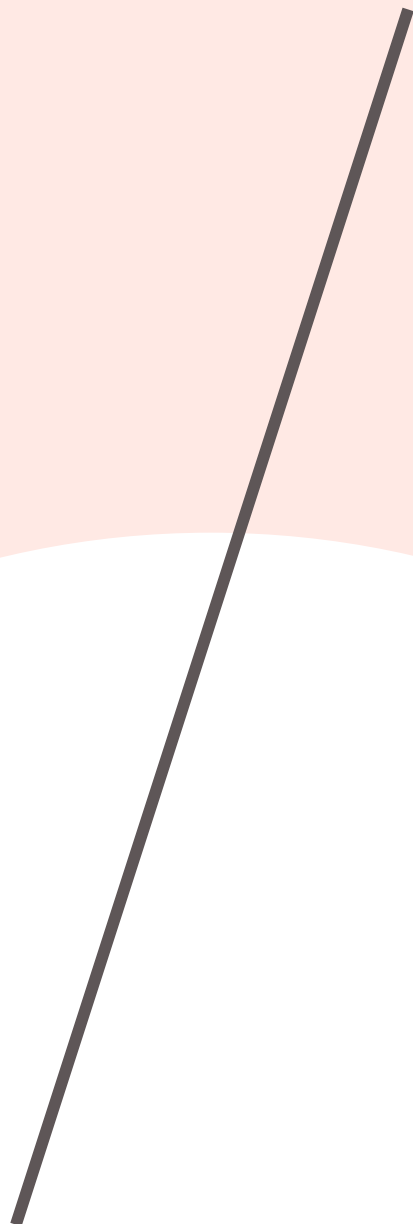
- Find the Recruiter/Person you will be reporting to (Hiring Manager) on LinkedIn.
- Connect with them only if you can on LinkedIn.
  - It's worth trying a premium subscription for free before you buy it.
- Then find their email with any of these tools:
  - <https://vocus.io/blog/email-finding-tools/>
- Then verify their email with this tool:
  - <https://email-checker.net/> or <https://verify-email.org/>

After applying for the jobs via the job boards or instructions, email the recruiter/hiring manager with any one of these templates:

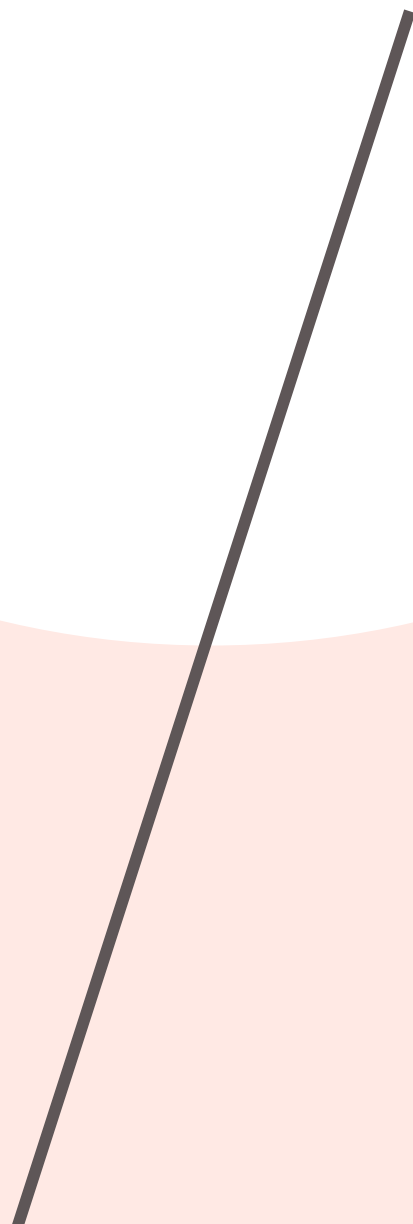
- <https://www.thebalancecareers.com/resume-follow-up-email-example-2062544>

Follow up once every two weeks if you don't hear back from them. A lot of companies use an applicant tracking system, so you may obtain an automated rejection response. In that case, don't ask the recruiter for feedback unless you have interviewed.

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THE  
INTERVIEW



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Simply put, the goal of the interview is to get you hired for the job you applied for, or get you hired for another job at the company.

***Some notes:***

- Don't cut the interviewer off while responding.
- Have examples of your work to show or to send.
- Remember: The interview is a 2-way conversation.

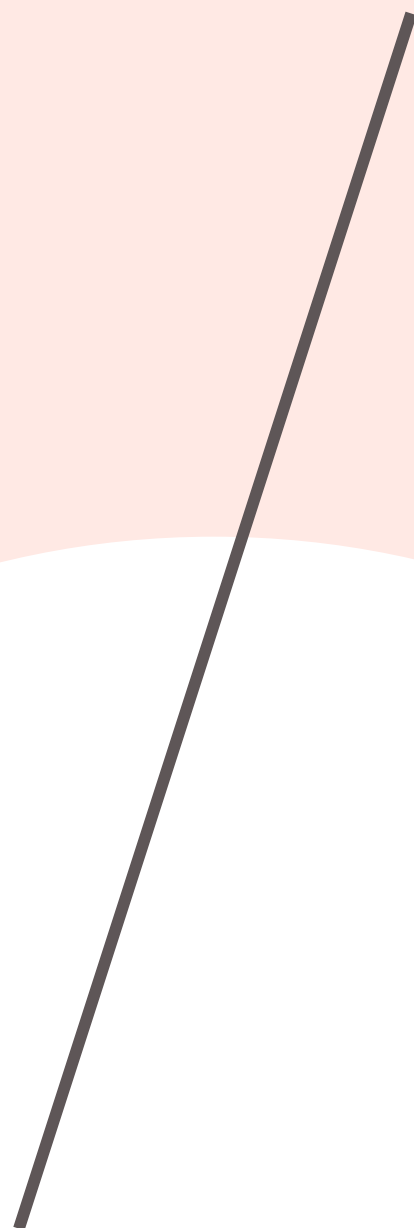
### Research the company

- Visit the company website and read up on the mission and the leadership.
- Visit review sites to get a look at what employees have to say about the organization, salary bands, and interview questions.
- Of course, take feedback with a grain of salt unless feedback is consistent with multiple reviews.
- If you know someone that worked there personally, ask their opinion about the company and ensure confidentiality.

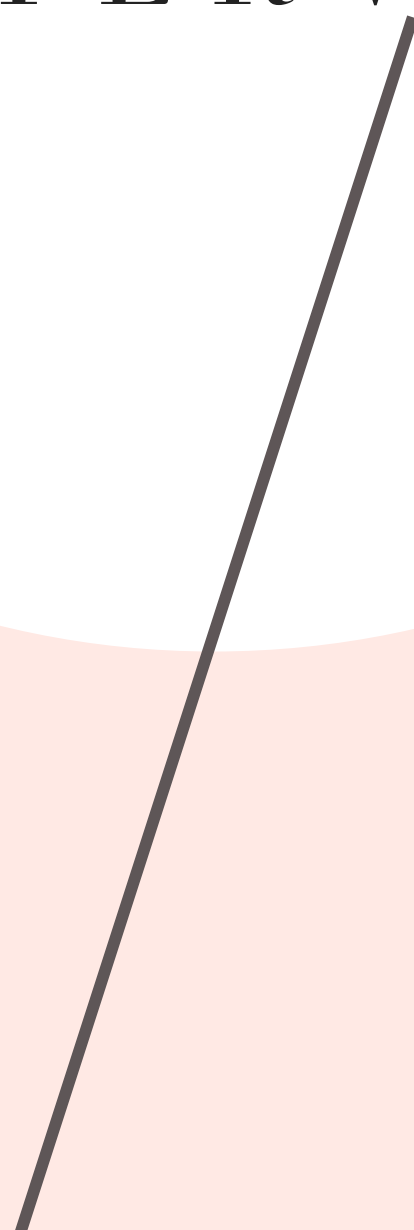
### Keep In Mind

- HR are not subject matter experts unless you are going to interview for an HR position.
- Be respectful and spell out why you should advance in the process by linking your skills to the job description.
- Find the interviewer (HR, Agency recruiter, or hiring manager) on LinkedIn and find out their link to the organization.
- After each interview ask questions, even if the interviewer was thorough
  - <https://biginterview.com/best-questions-to-ask-end-interview/>
  - (pick 2 or 3)

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THE PHONE  
INTERVIEW



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- Pick a quiet place.
- Have enough time for the interviewer to call either 5 minutes early or up to 10 minutes behind the scheduled time.
- Make sure you know your career history and the position you are interviewing for well.

Make sure to practice answering why:

- Why are you are interested in this position?
- Why you are looking to leave your current position?
- Walkthrough your career history.
- Why you are suitable for the position?
- What are your salary requirements (give a range you are happy with and is realistic as you can negotiate later)?
- When you can start if selected?

Practice Interviewing with these questions:

- [https://resources.workable.com/interview- questions/](https://resources.workable.com/interview-questions/)

Do you have a bad gut feeling about this job or a good one?

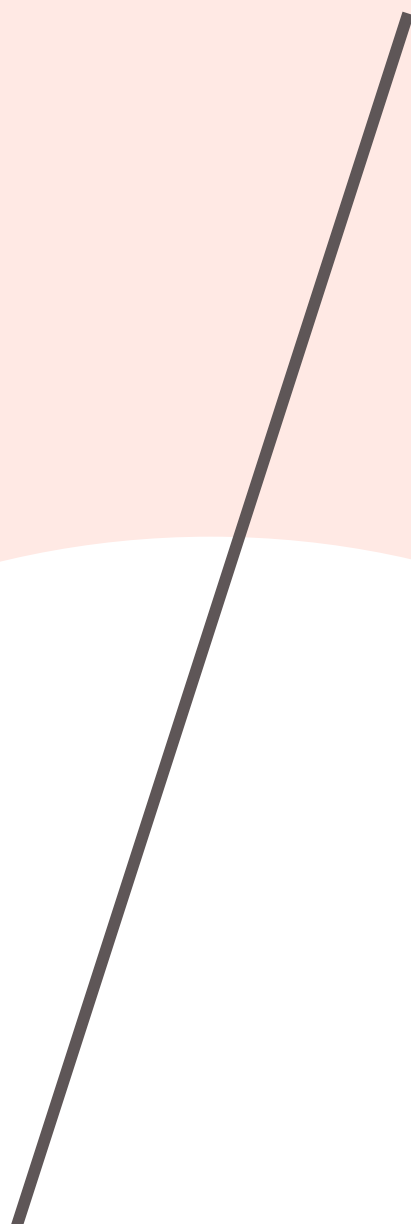
*Great!*

*Uh-oh?*

You need to listen to that. Maybe, don't pursue this opportunity?

*Don't ghost, just let them know.*

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T H E   T H A N K  
Y O U   N O T E

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Use this template for after phone interviews and send it out within 24 hours.

Alter for in-person interviews/what was discussed at the interview.

Hi [First Name of Interviewer],

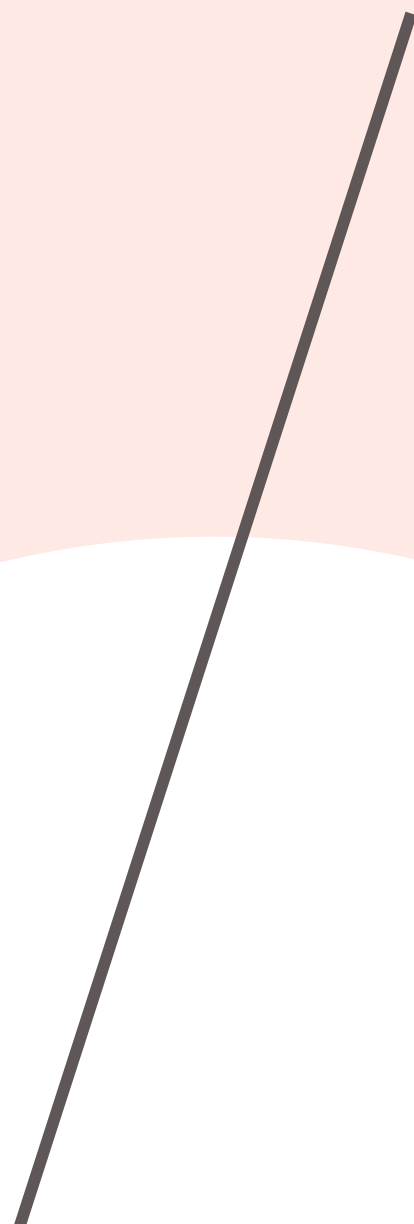
Thank you for your time today/yesterday in discussing the xx role with me. After our conversation, I feel all the more confident that I would be an excellent fit for xx at xx organization.

My achievements include (achievement(s) in the current role(s) related to the position you are applying for and big achievement(s) in the previous role(s) if applicable). If selected, I look forward to doing what needs to be done for the job you applied for.

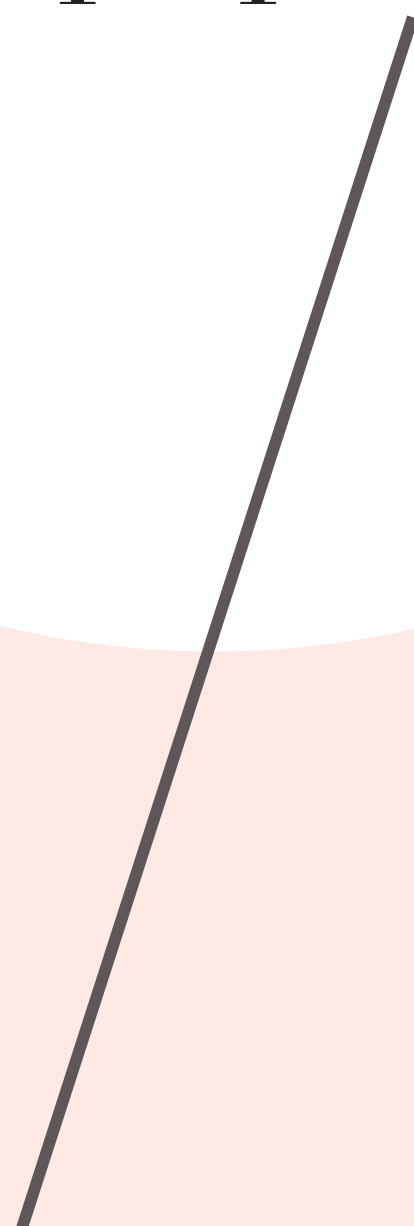
I look forward to the next steps,

Your Name | Phone Number | Email

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T H E  
O F F E R



20

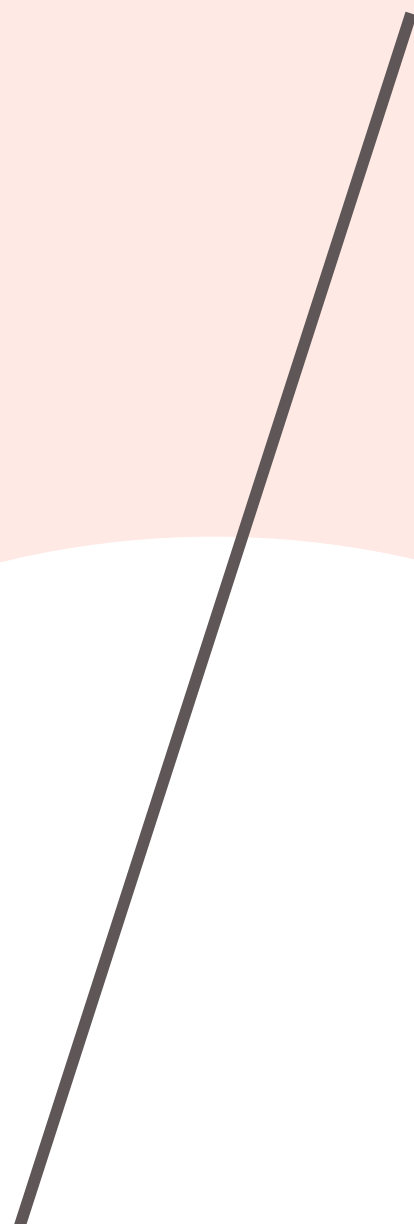
- If you are made an offer, make sure you are happy with the terms.
- Ask for a day or two to think about it.
- Ideally, you have different opportunities to choose from.
- Practice good etiquette and don't make one job wait too long (more than 5 business days at most) for a response.
- They love you at this moment and went through a lot to get here!

### *Negotiate!!*

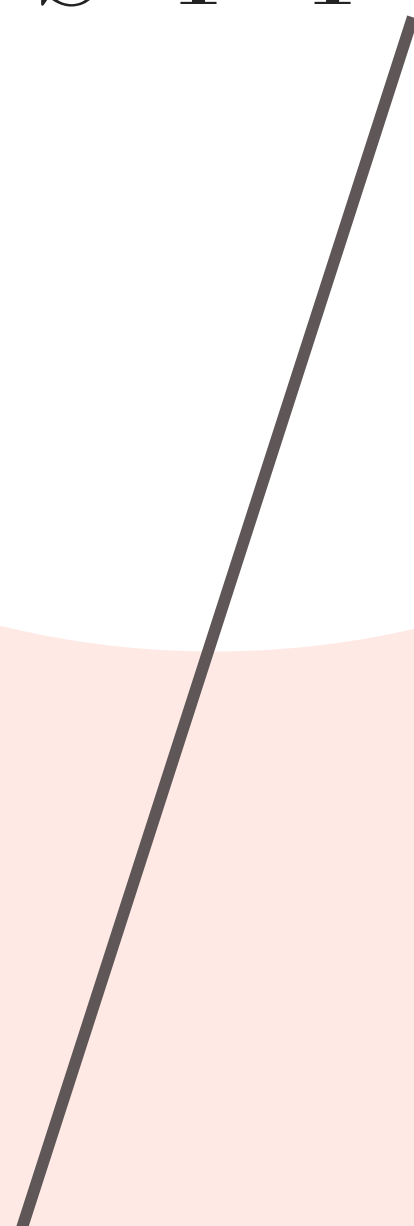
- Unless they tell you, everyone in this position gets the same, negotiate!
- Ask to work remotely once or twice a week or regularly as you need, ask about benefits, ask about vacation days, and negotiate.
- Don't be shy and don't leave anything on the table.
  - Even a free gym membership sometimes could be negotiated.
- Do it over email if you have to or practice it in the mirror.
- See some templates here and remember to be happy and thankful you got the job!
  - <https://www.macslis.org/money-and-benefits/how-to-write-a-salary-negotiation-email>
- For salary, do your research.
  - If you are offered 50,000 but the average in your city is \$75,000 ask if the company can accommodate \$65,000 based on market rates.



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NEW  
POSITION



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*YOU DID IT!!! ENJOY YOUR NEW POSITION.*

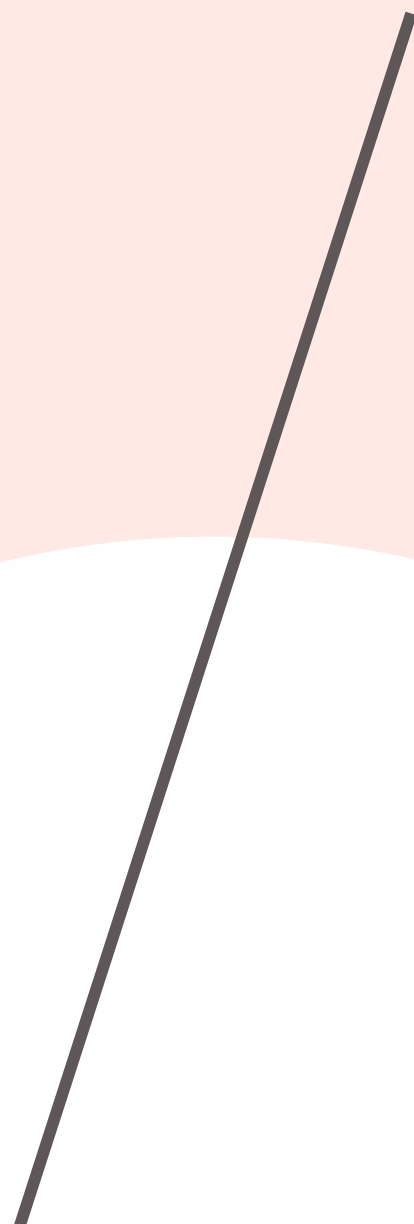
For resources about your first 90 days, see:

- <https://www.careercontessa.com/advice/first-3-months-new-job/>

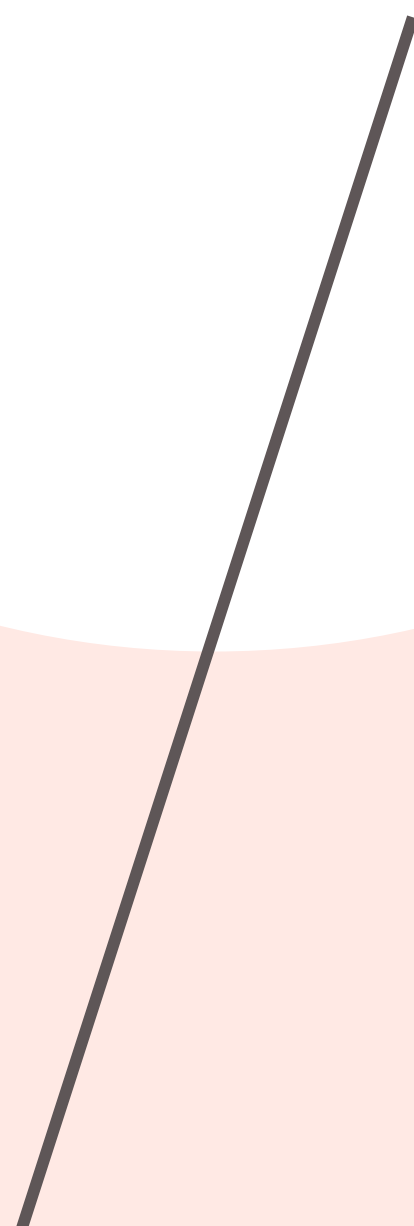
*Disclaimer:*

Using any of these tools or resources will be at your own risk. I am not legally responsible for any liability or damage. Consult with a legal team or research your Countries privacy laws before you use any of the suggested tools above.

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A B O U T M E



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Need help landing a job or taking your career to the next level? Would you like to work with a successful recruiter at an affordable rate?

Your search ends here!

I'm Sally, founder of Recruit Petra LLC at [www.recruitpetra.com](http://www.recruitpetra.com)

I offer the following:

A résumé and cover letter writeup and LinkedIn profile review for only \$249.  
To book, visit: <https://www.recruitpetra.com/book-online>

Career Coaching sessions on a monthly basis ranging from \$49 per half hour, \$99 per hour, and \$169 for 2 hours (can be divided per your needs). To book, visit: <https://www.recruitpetra.com/plans-pricing>

Why me? I'm a career recruiter with experience with an environmental NGO, nonprofit, startup, real estate, and healthcare staffing agencies. I have hired everyone including admins, RNs, lawyers, creatives, scientists, economists, real estate project managers, HR, finance, accounting, and more.

I opened my own firm in November 2019 and have been helping match great talent to great companies. With thousands of résumés reviewed, hundreds of hiring managers helped, and access to résumé databases galore, I know I can help you as I helped them.

To book a free consultation: <https://calendly.com/recruitpetra/meeting>  
I look forward to working with you!

Sally Mikhail