

WHAT ARE THE REAL REASONS YOU DON'T HEAR BACK?

It can be frustrating to feel your Resume or CV ended up in some deep dark hole with no response. In fact, it is estimated that 75% of job seekers who applied to jobs using job boards, website postings, and other resources never heard back from the employer.

It's even more frustrating not to receive feedback after you've had a telephone or face-to-face interview.

HOW TO MAKE YOUR RESUME OR CV STAND OUT

Technology has changed the way your Resume or CV is written. Many of the automated systems only read the top one-third of the first page of your Resume or CV. Take time to review what you have listed in this space. It is best to list your Career Summary first. Make sure that it is rich in key words aimed at your target, followed up by core competencies. This will give you the best chance of not being screened out by automated systems.

If your Resume or CV reads like a job description, you need to review it to highlight your accomplishments and the impact they had on past employers. If you are not sure of the quality of your Resume or CV, go to the Resources tab in your Career Portal and invest in a Resume Review.

HOW TO RECEIVE A RETURN CALL WHEN YOU LEAVE A VOICEMAIL

Your voicemail has to provide a reason to call you back. The best voice mail is:

"Hi, my name is _____. Someone suggested we talk. When you call me back please tell whoever answers the line to interrupt me, I don't want to miss your call. Again, this is _____ and my number is _____. I very much look forward to our conversation – thanks!"

If your voicemail is following up after an interview, offer to provide this person with additional information vs. calling for an update.

HOW TO RECEIVE A RESPONSE TO EMAILS SENT

The majority of emails sent are never read. Most of them are deleted or screened out which is why it is so important for you to write great subject lines. If your subject line lists something of interest to a hiring authority, they will open, read and often respond to your email. Always specify the timing of your follow up during every conversation or email.

WHAT IT TAKES TO GET FEEDBACK AFTER AN INTERVIEW

Most individuals do not give precise feedback after an interview because job seekers have often become argumentative. The safest responses for a hiring authority are:

- ***"We found someone with more experience"***
- ***"Just to inform you that someone else was hired"***

However, most people are helpful and will provide information if your approach is positive. If you say, ***“I value your opinion and would love to know what I should have done different during my interview?”*** or ***“Do you have any advice on how I could better present myself on future interviews?”*** If you make this person feel like you will value their feedback, you have a much better chance of receiving it.

SIX TIPS TO MANAGE POOR EXPERIENCES DURING YOUR JOB SEARCH

Your job search is a sales process guaranteed to result in rejection. Here are six tips to help you manage rejection and poor experiences.

1. Retain Your Professionalism

It's human nature to want to show your frustration for a lack of response. However, it's important to remain tenacious and professional. Refrain from negative remarks on social media sites or blog posts because you never know who will read them.

2. Keep Your Job Search Moving

You can't post and then hope that a hiring authority will reply. Keep submitting Resumes or CVs, building your network and making calls on a daily basis. Focus on seeking out and applying for new opportunities while also marketing yourself directly to hiring authorities who may not be advertising an opportunity.

3. Focus on Positives

Each day write down the best thing that happened in your job search that particular day. Don't let the poor hiring processes of potential employers affect your mood or motivation. Focus on your achievements, career goals and the things you've learned throughout your job search.

4. Ignore Silence

Silence is the one objection you can't overcome. You don't deserve not to hear back from an employer, but it's important to manage your expectations to cope with reality. Focus on trying new techniques to better differentiate yourself when approaching potential hiring authorities.

5. Build Your Network Daily

Over 50% of all job seekers find their next opportunity through networking efforts. You can combat unresponsiveness of employers by your proactive networking activities. The individuals in your professional network can often tell you about job opportunities that are not yet advertised.

6. Seek Out Good Experiences

Participate in job clubs and interact with other job seekers, to identify those companies who do respond and provide a positive experience for potential employees. Walk away from employers who don't treat candidates with respect and focus on those giving you the best chance of landing your next opportunity.

Follow this advice and you will hear back more often!