



# Career & Job Seeker Guide

Practical steps to improve your resume, interviews, and hiring success.

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<ul style="list-style-type: none"><li>• Resume &amp; LinkedIn checklist</li><li>• Interview preparation</li><li>• Skills roadmap (IT)</li><li>• Working with staffing partners</li><li>• Job search plan</li></ul>	<ul style="list-style-type: none"><li>• Freshers &amp; graduates</li><li>• Career switchers</li><li>• Experienced professionals</li><li>• Contract / full-time seekers</li></ul>

## About KaashTech

KaashTech is a staffing and technology workforce solutions company helping employers hire the right talent and helping candidates find the right opportunities. We support hiring through flexible staffing, direct placements, and recruitment support for fast-moving teams.

## How to Use This Guide

Follow the steps in order. You can complete the full plan in 7 days, or use each section as a checklist whenever you apply for a new role.

## 1) Build a Strong Resume (ATS-Friendly)

Most companies use an Applicant Tracking System (ATS). Your resume should be simple, keyword-rich, and easy to scan.

- Keep it 1 page (0–3 years experience) or 2 pages (3+ years).
- Use a clean layout: Summary → Skills → Experience → Education.
- Mirror keywords from the job description (tools, skills, titles).
- Add measurable impact: “Reduced API response time by 35%”.
- Avoid heavy graphics, tables, and icons (ATS may break formatting).

### Quick Resume Template (Example)

**Name** • Phone • Email • LinkedIn • Location

**Summary:** Software Engineer with 2+ years in React/Node.js building scalable web apps.

**Skills:** JavaScript, React, Node.js, REST APIs, SQL, Git, AWS

**Experience:** Company — Role (Dates) • Achievement bullets

**Education:** Degree • College • Year

## 2) Optimize Your LinkedIn Profile

Recruiters search LinkedIn daily. A strong profile increases inbound calls and interview invites.

- Headline: include your role + key skills (e.g., “Java Developer | Spring Boot | Microservices”).
- About section: 4–6 lines, clear and confident (no long paragraphs).
- Experience: add 3–5 bullet achievements for each role.
- Skills: pin your top 3 skills, add 20–30 total relevant skills.
- Turn on “Open to Work” (choose job titles and locations).

## 3) Skill Roadmap (IT & Tech Roles)

Choose one core role, then build depth. Employers prefer strong fundamentals over too many scattered tools.

Target Role	Core Skills to Learn	Portfolio Ideas
Frontend	HTML/CSS, JavaScript, React, Next.js, APIs	Landing page, dashboard, e-commerce UI
Backend	Node/Java/.NET, REST, SQL, Auth, Testing	CRUD API, auth system, microservice
Data	SQL, Python, BI tools, basic statistics	Sales dashboard, analysis report
Cloud/DevOps	Linux, Git, CI/CD, Docker, AWS/Azure	Deploy a web app with pipeline

## 4) Interview Preparation (Technical + HR)

Interviews are not only about knowledge. They also check communication, clarity, and confidence.

- Prepare a 60-second introduction (role, experience, top skills, goal).
- Revise your projects: problem → solution → tools → result.
- Practice 10 common HR questions (strengths, weakness, conflict, goals).
- For technical rounds: focus on fundamentals + problem solving.
- Always ask 2 questions at the end (team, growth, expectations).

### Common Interview Questions

- Tell me about yourself.
- Explain one challenging bug you fixed.
- Why should we hire you?
- What are your strengths and weaknesses?
- Describe a project you are proud of.
- How do you handle pressure or deadlines?

## 5) Smart Job Search Strategy

A strong job search is a system. Apply smartly and track your progress.

- Daily target: 5–10 quality applications (not 100 random ones).
- Tailor resume for each role (small changes, correct keywords).
- Use a tracker: company, role, date applied, status, notes.
- Follow up politely after 5–7 days.
- Build 1 new project every month to keep improving.

## 6) Working with KaashTech (Staffing Partner)

A staffing partner can help you access more opportunities and move faster through hiring pipelines.

- Get matched with roles aligned to your skills and goals.
- Receive guidance on resume improvements and interview preparation.
- Support during offer discussion and onboarding steps.
- Access contract, full-time, and project-based opportunities.

### Candidate Checklist (Before You Apply)

- Updated resume (ATS-friendly)
- Updated LinkedIn profile

- Portfolio / GitHub link (if applicable)
- Short introduction message for recruiters
- Availability and preferred locations

## Contact KaashTech

Website: <https://kaashtech.com>

For job opportunities and hiring support, visit the Contact page on the website.