Karl Ahlrichs

1. Resume stuff
   1. As long as it need to be
   2. Attention span is 6 seconds
   3. Front load everything cool in the top half of the first page
      1. Repeat that cool stuff in detail below
      2. Dis-include the objective (wasted space)
      3. People with technical education read linearly
      4. When applying for a specific job, the headline of your resume, after name and address, is the name of job you are applying for
      5. Before you write your job-specific resume, do the research on the job/company
      6. “What do you want to do?” Response: “I don’t know what the name of the job is, but here is what I’m good at.”
      7. In an interview, “What are you good at?” Response should be appropriate bragging.
      8. Comes from the personal survey/Tells how I am qualified for the job in question
      9. Bullet point the top 3-5 excellent job qualities
   4. Bottom half
      1. No bullets on the boring stuff you did, “Responsibilities include: blah blah blah”
      2. Bullet point the interesting achievements, things you are proud of.
         1. Employee of the month
         2. Saved the company tons of money
2. Cover letter
   1. Include the resume in-line, and as an attachment
   2. Repeat the details in the resume in the
   3. First thing people read is the from
   4. Second thing people read is any hand-written note
      1. Don’t do this if you if you have bad handwreiting
      2. Maybe use a typewriter
      3. “I’ll call you next week to answer your questions
   5. Third thing we read is **XXXXXXXXXXXX**
   6. Fourth thing people do is search for something interesting to see the eye wanders
   7. “As you can see from this summary, I am a good fit for what you want.”
   8. Add the first three job requirements I fulfill as bullet points in bold
   9. The final paragraph, “While I understand that your requirements are xxx, I am confident that my **ability to learn and my team-approach will qualify me for this position**
3. Weird interview questions
4. Secrets of the Job Search

In the bottom of the LinkedIn, there is an Other Interests. Name drop and include things like, “I am inspired by and have read the work of so-and-so, who [this person teaches values that the company thinks is important].”

Strip years from jobs.

Appear appropriately conservatively dressed: Sport coat, no tie.

In an interview, give your best stuff last.

1. Find 25-30 businesses within my commute radius.
   1. Find the title/names of the person 1 level above of the job you want (Target People)
   2. Write a research paper on a subject that is interesting to the Target Person in question
      1. AI
      2. Machine learning
      3. How is coding effecting the customer experience
      4. Have on hand
         1. 3-4 photocopied articles on the subject
         2. Can I interview you on this subject? In return, you will get a copy of the paper, also, I have some research you might like now.
         3. Write the paper
         4. Approach the TP, hand them the paper

**Never Lie In an Interview**