



RESUME BUILDING

- ✦ DRAFT RESUMES for SPECIFIC JOBS
- ✦ SUMMARIZE EXPERIENCE & SKILLS
- ✦ USE KEYWORDS & CONDENSE to 1 PAGE
- ✦ SHOWCASE ACHIEVEMENTS
- ✦ DESIGN CREATIVE LAYOUTS



COVER LETTERS

- ✦ WRITE FOR SPECIFIC ROLES
- ✦ SHOW ENTHUSIASM
- ✦ PERSONALIZE WITH STORYTELLING & CONNECTION



INTERVIEW PREP

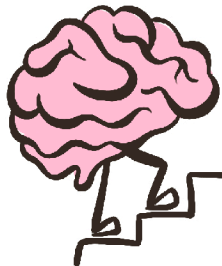
- ☐ ORGANIZATION RESEARCH
- ☐ PRACTICE COMMON QUESTIONS
- ☐ PREP EXAMPLES OF EXPERIENCE USING THE ★ S.T.A.R. ★ METHOD
- ☐ ASK SMART QUESTIONS
- ☐ POST-INTERVIEW FOLLOW-UP



JOB SEARCH

- ⌚ RESEARCH ROLES & DISCOVER ADJACENT ROLES YOU MIGHT NOT HAVE CONSIDERED
- ⌚ EXPLORE NEW FIELDS & INDUSTRIES

JOB HUNT AI CHEAT SHEET



CAREER & SKILL BUILDING

- # SET GOALS & PLAN PIVOTS
- # EXPLORE CAREER MOVES
- # LEARN IN-DEMAND TECH SKILLS
- # LONG-TERM PLANNING



PERSONAL BRANDING

- * DEFINE YOUR BRAND & LINKEDIN SUMMARY
- * IMPROVE YOUR ONLINE PRESENCE (BLOG, SOCIAL MEDIA)
- * NETWORKING STRATEGIES



#SKETCHNOTES
By @REVERENTGEEK
REVERENTGEEK.COM