

---

**HireClub**[ketan@hireclub.com](mailto:ketan@hireclub.com)[hireclub.com](https://hireclub.com)

# How to Get Hired Virtually

## Ketan Anjaria, Founder of HireClub

We've helped over 2,000+ people find jobs and grow their careers with career coaching. We started as an organic community of 25 friends and now we are over 33,000 professional members. We've raised salaries for our clients by over \$2.5 million dollars with salary negotiations and we have done thousands of resume reviews and coaching sessions.

You can learn more at <https://hireclub.com> and get matched to a Career Coach.

## YOUR JOB SEARCH IS A FUNNEL

- Figure out where your job funnel needs improvement.
- Not getting responses to job applications? Work on your resume.
- Not getting past interviews? Work on your interviewing skills.
- Not getting offers you like? It's your interview and salary negotiation skills.

## The skills to do a job are very different from the skills to get a job.

- This power is learnable.
- Get a coach. Every Jedi has a master.
- It's dangerous to go alone.
- Ask your friends, ask your old bosses, coworkers.

## 4 MAIN SKILLS FOR JOB SEARCHING

1. Perseverance
2. Networking
3. Resume + Writing
4. Interviewing

---

## PERSEVERANCE

### Pace yourself.

The average job search in the US is 6 months. Longer during Covid.

It's a marathon, not a sprint.

### Set a Job Search Schedule

- 7am to 9am weekday mornings for applying to jobs, resume updates.
- 9am break. Take a damn walk.
- 10am Networking emails
- 11am onwards, any virtual networking events you find.
- 12pm. Eat healthy food.
- Find time for self care.

Every top athlete takes breaks, that's how you get the highest performance.

### Mental Health Comes First

- We are living in dangerous times. Your health comes first.
- Exercise. Eat right. Be good to you.
- People want to hire people that they will enjoy working with.
- You are at your best when you take care of your mental health.
- Watch things that make you feel positive. Avoid doom scrolling Twitter.

## NETWORKING

- Networking is the number one skill for job searching
- Only 15% of jobs are closed on job boards.
- Meeting people is more important than applying for jobs.

### Schedule Calls With People You Admire

- Find people you admire, ask them what they love about their job.
- Read their blogs/tweets. Ask them questions about their career.
- Flattery and 15 minute calls can get you far.

- 
- Don't ask for them for a job out right, that's like asking for marriage on a first date.
  - Try to meet 3-5 new people a week. Ideally they have the job title you want.
  - It's more about creating friendships.

*"Hey Melinda, I see you started TechInclusion and I think what you have done is incredible!*

*I love how you are connecting an inclusive audience to amazing opportunities.*

*I'm considering starting a conference about immigrants in tech, do you have 15 minutes Thursday or Friday, where I could learn what worked for you?"*

## **Tell everyone and their auntie you are looking**

- Tell every single person you meet you are looking for a job.
- Serendipity is your friend.
- There is no shame in job hunting. Everyone experiences it.
- The more people who you have searching for you the better.

## **Get a job search buddy**

- Get a coach if you can afford one
- Ask a friend who is also looking for job.
- Keep each other supported and accountable

## **RESUME + WRITING**

- Being an amazing communicator that's clear and positive.
- Writing is the most important skill for work.
- Brag about your wins. Don't be shy.
- The resume is a marketing doc. Not a historical or legal doc.
- The biggest problem we see is not that you aren't amazing. It's that your writing doesn't make it clear you are amazing.
- Always list your promotions.
- Use our free professional template <https://new.hireclub.com/resumes>. Don't spend time on the design.
- Aim for 2 pages or less but focus on the best content being on the first page.
- Consider starting a blog for more in depth writing. Twitter works great too!

---

## Resume Bullets

- Focus on your business impact.
- What did you do to make the business better?
- Don't just list your responsibilities.
- Metric + Time + Reason

*Increased sales by 30% in 6 months by redesigning the landing page after extensive customer interviews.*

## Interviewing

- Pretend you are a consultant and they have hired you at \$100/hr to help them.
- Flip the narrative. You are there to help. Not to be evaluated.
- Practice with a coach.
- Interviews are a \$100,000 meeting. You get one shot. Invest in yourself to make it count.
- Interviews are often more about social skills vs aptitude.
- People want to work with people they like that are smart and kind.

## Video Interviews

- Audio quality matters! Get a good microphone. Rode has many affordable options.
- Video quality matters! Upgrade your web cam or use a DSLR with an adaptor
- Purchase lighting. Even a simple ring light with a diffuser is \$50.
- Be aware of the background and or distractions.
- Turn off all notifications.
- Wear pants!

## Following Up

- Follow up twice after each interaction.
- Phone screen? Thank you note and ask about next steps.
- Interview? Thank you note and ask about next steps?
- Don't hear back? Wait a week and send a kind, curious follow up.

- 
- Don't hear back still? Send one more the week after.
  - People are busy. Life is nuts. It's not personal.
  - Focus the main part of your energy on the next opportunity.
  - Job searching is fire and forget.
  - If you get hung up on one particular job, you will just get hurt.
  - The right job will recognize you when you have your networking, resume, interview skills down.

*"Hey Team! Just checking in on next steps! I know times are hectic lately but I would love to continue chatting. Hope you have an awesome day!"*