

JOB SEARCH TOOLKIT

Components of an excellent job application

01 BASE RESUME

05

- This will be a "master document" and will not be sent out in this form
- COVER LETTER STORY EXAMPLES
 - These will help you formulate unique and specific cover letters for each job you apply for
- OPTIMIZED LINKEDIN
 - LinkedIn is filled with opportunities for careers and connections. An optimized LinkedIn will allow jobs to come to YOU!
- NETWORKING GOALS
 - The biggest amplifier in a job search is networking. Set goals and start early as your connections will help you!
 - APPLICATION TRACKER
 - Instead of applying to jobs willy nilly, keep track of certain metrics. You'll be able to follow up and look for trends in data.

Remote Jobs Toolkit

G Thomas



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