



JOB SEARCH TOOLKIT

Components of an excellent job application

01

BASE RESUME

- This will be a "master document" and will not be sent out in this form

02

COVER LETTER STORY EXAMPLES

- These will help you formulate unique and specific cover letters for each job you apply for

03

OPTIMIZED LINKEDIN

- LinkedIn is filled with opportunities for careers and connections. An optimized LinkedIn will allow jobs to come to YOU!

04

NETWORKING GOALS

- The biggest amplifier in a job search is networking. Set goals and start early as your connections will help you!

05

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

Ian Foster, Carl Kesselman



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