



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

Richard Bailey



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