

# Step Up My Career

Coaching Artefact: Getting Hired Fast



Dear Client, this concise manual aims to equip you with strategies to expedite your job search and secure employment swiftly. Let's delve into these tactics more deeply.

## Strategize and Sharpen Your Focus

Preparation is crucial in your quest for employment, whether you're in a rush or taking a measured approach. Dedicate some time to interpret what potential employers seek and the specifics of the position. Many applicants glance at the job posting for less than a minute, leading to a mismatch between applicant qualifications and job requirements. Scrutinize the job posting - can you match the responsibilities with your expertise and demonstrate it convincingly?

The most critical qualifications are often listed at the beginning of a job description. Apply if you satisfy a significant portion of these criteria, but don't wait to fulfil them all, as not every requirement is a deal-breaker, and job postings tend to describe an ideal rather than a realistic candidate.

Focus your efforts on positions that align with your desires and qualifications. By narrowing your search, you can craft resumes and cover letters that are precise and effective.

Customize each application to reflect the job's requirements - a few well-tailored applications are more impactful than numerous generic ones.

## Enhance Your Resume

Your resume is your personal marketing tool in the job search. By leveraging the specifics mentioned in the job advertisement, you can quickly garner the attention of hiring managers.

Quick tips for optimizing your resume include:

- Craft a compelling resume objective that showcases your key skills, accomplishments, and fit for the role, using keywords for searchability and succinctness.
- Maintain a clear and concise resume, ideally two pages, but not exceeding three.
- Organize your resume to be visually appealing and easy to navigate.
- Detail your career progression in a narrative form, highlighting how your contributions have made a difference. Use specific achievements and quantify them when possible.
- Adapt your resume for each job application, ensuring it reflects the required skills and experiences listed in the job posting.
- Display a balanced range of soft and hard skills in your resume's skills section.

## Employ Your Interpersonal Skills and Network

The personal touch is rare in modern job applications, which are often initially screened by computers. A well-crafted resume can partially bridge this gap.

Exercise your charm and communication skills. After applying, consider reaching out to the hiring manager. In smaller companies, you might even present your application in person if appropriate. Attend industry events to connect with potential employers.

Networking can also be virtual. Engage on professional social networks and industry-specific groups to showcase your expertise and make valuable connections.

Initiate conversations with trusted contacts in your industry about your job search and seek their advice on your career moves and networking opportunities.

## Avoid These Missteps in a Rapid Job Search

A fast-paced job search can lead to errors. Minimize these risks by:

- Dressing appropriately for interviews.
- Refraining from negative comments about past employers.
- Preparing thoroughly for interviews.
- Ensuring your resume is free from typos.
- Avoiding desperation in your job pursuit.
- Not applying for positions for which you are underqualified.

While there's no magic bullet for rapid employment, a standout resume, and focused effort, combined with a touch of fortune, can significantly streamline your search.

*Good luck*