

The Ultimate Guide to **Jumpstarting** **Your Job** **Search!**



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Hi I'm
Kelli



I help ambitious adults gain career clarity so they can get paid more and confidently land jobs they love.

I know first-hand that having a well-paying job that is in alignment with your skills & experiences is one of the quickest pathways to financial and time freedom. When I crossed the six figure threshold life looked differently and I felt like I could breathe deeply for the first time.

As a recruiter and a career coach, I've helped hundreds of individuals get five figure salary increases, secure their dream job, and fulfill their vision of creating an identity outside of work.

If you are trying to find a remote job so you can spend more time with your family, land a six-figure job for the first time in your career, pivot to another sector, or advance professionally, let's connect!



@coachedbytalentpoole



Talent Poole Consulting



www.coachedbytalentpoole.com

Journal Prompts for Jumpstarting Your Job Search

- 1 What do I still want to accomplish in my career?
- 2 How have I grown professionally over the course of my career?
- 3 What have been my most meaningful professional accomplishments?
- 4 What are the skills and qualities that I bring to the table?
- 5 If I could only do 1 primary function for the next 5 years of my career, what would it be and why?
- 6 What am I most looking for in my next role?

Affirmations for a Purpose Driven Career Plan

I am not my job. My job is not my life.

My needs are provided for and there is always room for abundance.

I am allowed to feel good and follow what fuels me.

I have skills that can always pay the bills.

Your Turn! Create a few affirmations to counter negative mindsets related to your career

My Career Affirmations

Salary with a Strategy!

Strengthen your negotiation power by understanding what you really need to survive & thrive!

Use the table below to identify your cost of living in 3 categories:

SURVIVE—this is also known as your ramen noodle budget. What is the bare minimum that you need to survive in this world? Think shelter, food, bills, and primary responsibilities.

THRIVE—this is all your necessities (survive budget) + a little extra. In the thrive version of your life you are meeting your basic needs as well as planning for the future (retirement savings) and enjoying life a bit more (expanded food budget, travel, clothing allowance, tech upgrades, etc)

THRIVE PLUS—this is also known as living your best life! This includes everything you need to survive and thrive and probably has some added expenses like a juicy travel budget, money for friends and family, extra supplies and any other items you'd like.

| Cost Category | Survive | Thrive | Thrive +PLUS |
|---------------------|---------|--------|--------------|
| Housing | | | |
| Rent | | | |
| Mortgage | | | |
| Home Insurance | | | |
| Property Tax | | | |
| Gas | | | |
| Electric | | | |
| Water | | | |
| Garbage | | | |
| Internet | | | |
| Food | | | |
| Groceries | | | |
| Restaurants/Takeout | | | |
| Other | | | |

| Cost Category | Survive | Thrive | Thrive +PLUS |
|---|---------|--------|--------------|
| Debt Payments (non-mortgage or car) | | | |
| Student Loans | | | |
| Past Due Credit Card | | | |
| Transportation | | | |
| Car Payment | | | |
| Car Gas | | | |
| Car Insurance | | | |
| Repairs/Maintenance | | | |
| Personal | | | |
| Health Insurance | | | |
| Healthcare/ Prescriptions | | | |
| Hair | | | |
| Gym Membership | | | |
| Other Discretionary | | | |
| Travel | | | |
| Shopping | | | |
| Gifts | | | |
| Giving | | | |
| Entertainment | | | |
| Total Monthly Cost of Living | | | |
| Total Annual Cost of Living | | | |

Launch After Layoff

Your 4 week plan to go from LAID OFF to LANDING your next great job!

Week 1 Schedule

Day 1: Tell my network, start getting the word out. The easiest way is turn on your #OpentoWork profile image on LinkedIn, create a post on LinkedIn with key #'s and be as specific as possible.

Day 2: Reflect on your accomplishments and all the things you've learned during your last job. Layoffs can be shocking and sudden so taking a day to reflect on your accomplishments ensures that you don't forget any key details, learnings and outcomes that can be assets in your job search.

Day 3: Update your resume and application materials with your accomplishments

Day 4: Search for jobs, aim to like/save/ at least 10 of them. This is to see what type of jobs are open and if your expectations are reality. I would not submit any applications on this day, I would simply browse through listings and save posts that peak my interest.

Day 5: Apply to 5 jobs. Pro tip: time yourself when submitting these applications so that you can timeblock efficiently for next week. It's important to know how much time it actually takes you to apply for roles.

Week 2 Schedule

Day 1: Review your progress from week 1. Follow up with any email or LinkedIn messages you sent, check application statuses and time block your calendar for the week ahead to make sure that you have time set aside each day to devote to your job search.

Day 2: Pause. Take time to reflect on what you want. Last week we reflected on what we did and what we accomplished in our previous role. This week is about what we WANT. Take time to think about the types of jobs that you are applying to and make sure they are aligned with what you really want.

Day 3: Apply to 5 jobs

Day 4: Reach out to 5 people-these could be old coworkers or people who work at companies that you've applied to recently. Submit your applications and then make those connections!

Day 5: Apply to 5 jobs

Week 3 Schedule

Day 1: Mental Health Monday-how ya really doing?? It's been 2 full weeks, have you left the house?

Day 2: Apply to 10 jobs

Day 3: Apply to 10 jobs

Day 4: Reflect on the jobs you are applying for-title, type, salary, industry, if you had to change any of those things, what would it be? Are you open to different titles, considering applying to a new industry?

Day 5: Apply to 10 jobs

Week 4 Schedule : Job searching after a layoff

Day 1: Reflect and review. You've been job searching for 20+ days-how's it going?

Day 2: Apply to 10 jobs

Day 3: Share & Connect. That's right, it's time for another LinkedIn post. You know so much more about what types of jobs you're applying for at this point, update your network. Hop on LinkedIn and post a custom status letting your network know that you are still #OpenToWork.

Day 4: Apply to 10 jobs

Day 5: Month 1 check-in. Take the last day of this week and do an assessment of your progress this month. Have you heard back from any of the jobs you applied for? Are you getting phone screens but not getting actual interviews? How is your personal life going....can you continue on your strategy or do you need to pivot to find something more immediately? Relationship check-have you discussed your job search progress with your family or friends or anyone you're accountable to (like a roommate)?



10 REMOTE

JOB WEBSITES

Ready for that Digital Nomad life?? It's waiting for you! These websites post fully remote jobs, giving you the freedom to work from anywhere.

- 1** [REMOTE.CO](#) large variety of jobs, easy application process with direct links to the actual job posting site. No membership required.
- 2** [WE WORK REMOTELY](#) If you're into programming or design then you should start your remote search here.
- 3** [JUSTREMOTE](#) updated regularly with great jobs from around the world. I love their Power Search function, a paid option where you can have direct access to hidden jobs.
- 4** [REMOTIVE](#) Looking to pivot into tech? They post fully remote job opportunities from vetted tech companies. Their website is quite fun and seems easy to navigate directly to job postings.
- 5** [JOBSPRESSO](#) They pride themselves on listing expertly curated remote jobs in tech, marketing, customer support and more.
- 6** [ARC](#) - Arc is the leading remote job search platform connecting software developers around the world with top startups and tech companies hiring remotely.
- 7** [FLEX JOBS](#) The #1 job site to find vetted remote, work from home, and flexible job opportunities since 2007. It is a paid job search site.
- 8** [PANGIAN](#) you have to create a profile to view jobs, but once created they have a nice dashboard that allows you to search for and save jobs. It can feel a little clunky.
- 9** [REMOTE OK](#) Lots of jobs from top corporate and tech companies but you have to create a profile to apply to roles.
- 10** [VIRTUAL VOCATIONS](#) I love any excuse to use the word vocation and appreciate that the company seems to pride itself on curated job searches. It does have a paid membership model and you'll have to create an account.

Top 5 Job Searching Sites

(and a bonus tip on how to attract great job opportunities in your sleep!)



LinkedIn

- ◆ LinkedIn is great for networking but also for finding a job. LinkedIn offers "EasyApply" where you can submit your information with just a few clicks and sometimes without needing a cover letter. You can also customize your searches to see the exact type of jobs you want. Some success on finding a job through LinkedIn depends on the industry/field you're searching in.
- ◆ **My favorite feature:** #OpenToWork adds a badge to your profile image to automatically let recruiters and your network know you're open to work. It's one of my favorite passive job searching strategies. Learn more about how it works and how to turn it on and off
- ◆ Free, no cost.



Indeed

- ◆ Indeed features millions of job listings from thousands of different websites. They have more jobs than any other job search engine. It has also been reported by job seekers that Indeed has the fastest and easiest application process.
- ◆ **My favorite feature:** Easy Apply. Once your account is set-up, just click a button and you can apply directly to jobs. (this isn't my favorite strategy, but it's a decent feature on a free platform)
- ◆ Free, no cost.



Idealist

- ◆ Idealist is a great job search engine for those interested in working for an organization. On Idealist you can find not only a job but volunteer opportunities, internships and Grad School resources.
- ◆ My favorite feature: the targeted social impact focus. This is my go-to search engine when I'm working with clients in the non-profit, government and corporate social responsibility sectors. Idealist often shares salaries as well.
- ◆ Free, no cost



Career Builder

- ◆ Career Builder offers high customizable search filters so you can quickly see job postings that match exactly what you're looking for. CareerBuilder gathers job postings directly from employers (they post their jobs directly to the site). CareerBuilder also partners with many local organizations to be able to list their local job ads.
- ◆ My favorite feature: mobile app and resume builder. Most job search apps are a bit funky but Career Builders is easy to navigate.
- ◆ Free, no cost



Simply Hired

- ◆ SimplyHired has great search functionality and customization and allows you to save your specific searches as well so you can check back each week and quickly repeat your custom searches.
- ◆ My favorite feature: You can narrow employers down by categories including eco-friendly company culture, companies that promote diversity, employers that tend to hire veterans, etc.
- ◆ Free, no cost

BONUS PRO TIP: Reach out to recruiters and recruiting agencies directly! Recruiters, especially at the Executive level, are always looking for high-quality candidates often for a large volume of roles. If you are in a specific industry do a google search for recruiting firms in your sector and visit the top 5 sites. Most firms have email lists or portals where you can upload your resume directly and be actively entered into their database. Networking, virtually or in-person, with recruiters is an excellent way to get top of mind for great opportunities and be fast tracked through an interview process.

Remote RESUME GUIDE

**Ronnie
Remote**

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Tips on how to make your resume remote ready!

Best Practices for contact information on remote resumes

- ◆ list only your email & phone number
- ◆ You can add phrases like, “currently working remotely from Chicago, IL” or “working remotely, based in the USA”. These phrases draw immediate attention to your desire and ability to work remotely

PROFESSIONAL SUMMARY & QUALIFICATIONS

This is the most important portion of your resume. Recruiters and hiring managers know within the first 15 seconds whether or not they perceive you as a qualified candidate. It is imperative that you use this section to highlight the most popular and informative parts of your career.

If applying for remote or hybrid roles, use words and phrases that showcase your experience, such as:

- ◆ Skilled at building relationships and collaborations in a remote work environment.
- ◆ Experience working across multiple time zones and within distributed team environments.

Additionally highlight your use of virtual tools or technology that are popular in remote settings:

- ◆ Using tools such as Slack and Google Hangouts.
- ◆ Expert virtual facilitator; experience hosting meetings via Zoom, Google Meets, and MS Teams.
- ◆ Skilled at creating virtual meetings that connect small and large groups through the use of breakout rooms, polls, and digital brainstorm tools like Jamboard and Mural

PROFESSIONAL EXPERIENCE

Best Practices for the PROFESSIONAL EXPERIENCE section on remote resumes:

Add remote, digital or virtual anywhere possible. These are important key words that will trigger ATS (applicant tracking systems) to flag your resume and they will also jump out to recruiters that are reviewing your resume.

- ◆ Created talent acquisition policies that included remote hiring practices, and hired 4 new, fully remote operations and IT leads in one year
- ◆ You are no longer just a facilitator, you are “skilled at virtual facilitation”.
- ◆ Compiled, merged PDFs and successfully distributed operational and financial packets digitally for all Board and Executive leadership meetings.

Add remote or hybrid beside the company location if the role was remote.

Quantify everything! Okay maybe not everything, but as much as possible, highlight tangible examples with numbers and statistics to emphasize the great work you have done. Review the two options below to see an example of quantifying a bullet point to make it even stronger:

- ◆ **Option A:** Implemented weekly huddle with Marketing and Programs teams for improved communications on active projects.
- ◆ **Option B:** Implemented weekly huddle with Marketing and Programs teams for improved communications on active projects, resulted in 17% increase in website clicks

SENIOR OPERATIONS MANAGER

12/2019–Current Best Chicago, IL (remote)

Best Remote Company Ever

- ◆ Created talent acquisition policies that included remote hiring practices, and hired 4 new, fully remote operations and IT leads in one year.
- ◆ Managed procurement process for remote working equipment and home office materials for entire company that included VPN establishment and virtual mobile access for 4 sites.
- ◆ Implemented virtual communications policy, including Slack orientation, for the entire company. Successfully onboarded 27 employees within 3 weeks of purchasing software.
- ◆ Compiled, merged PDFs and successfully distributed operational and financial packets digitally for all Board and Executive leadership meetings.

COMMUNICATIONS COORDINATOR

10/2013–11/2019 Boston, MA (remote)

2nd Best Remote Company Ever

- ◆ Created a new format for reporting and presenting sales, customer engagement, and ad reports that decreased the number of internal meetings by 20% during the last 2 quarters.
- ◆ Conducted keyword research for updating the product pages on the online shop, which increased organic keywords in Top 100 by 3,600 and in the Top 10 by 218 for high-volume searches.
- ◆ Implemented weekly huddle with Marketing and Programs teams for improved communications on active projects, resulted in 17% increase in website clicks

OPERATIONS COORDINATOR

8/2009–10/2013 Los Angeles, CA

3rd Best Remote Company Ever

- ◆ Created a new format for reporting and presenting sales, customer engagement, and ad reports that decreased the number of internal meetings by 20% during the last 2 quarters.
- ◆ Conducted keyword research for updating the product pages on the online shop, which increased organic keywords in Top 100 by 3,600 and in the Top 10 by 218 for high-volume searches.
- ◆ Implemented weekly huddle with Marketing and Programs teams for improved communications on active projects, resulted in 17% increase in website clicks

EDUCATION & TRAINING

Best Practices for the Education & Training section on remote resumes:

- ◆ list items in reverse chronological order, starting with your most recent experience first
- ◆ Skill up (quickly) to add relevant trainings—you can take a quick LinkedIn learning course or free virtual facilitation training on tools like Jamboard, Slack or Zoom
- ◆ Always BOLD the most important feature based on your sector/industry.
- ◆ Virtual Facilitation Certification, 2020, LinkedIn Learning Operations Data Handling training, 2010, Training Center Project Management Certification (cPMP), 2009, PMP Center
- ◆ Implicit Bias, 40 hours, Sarasota Public Health Department, August 2018
- ◆ Bachelor of Arts, Communications, 2000 University of Southern California, LA, CA