



1 Create a Strong LinkedIn Profile First Impression

- **All Star Profile**
 - Professional looking photo
 - Branded headline
 - 2,000 character summary
 - Key word rich
 - Achievement oriented
- **Make Profile Public**
- **Activate Recruiter Tab**
- **Be Active!**
 - Comment, post, join groups, publish
- **Network!**
 - Go beyond your industry

2 Create a Successful Resume and Application

- **Goal: Create Brief Marketing Document**
 - Well organized & streamlined
 - Use bullets to break up text
 - Center headings
 - Brutally edit
 - 6-12 core competencies
 - Be honest
 - Key word rich
 - Leave dates of education off
 - Achievement / results oriented
 - Be professional (no ornate fonts, colored paper, photos or emojis)
 - Don't state the obvious (team player, detail oriented)
 - Aim to apply mid-week
- **Email your materials in a professional manner**
 (include a cover letter, save document with professional title John.Smith.ComplianceOfficerResume, include a brief note with your email and send from a professional sounding email address)

3 Have a Winning Interview Experience

- **Details Make the Difference** (avoid perfumes, clean car, arrive 10 min early, be kind to receptionist)
- **Prepare, Prepare, Prepare**
 - Research common interview questions and write out the answers
 - Never seem rehearsed
 - Research the company and your interviewer
 - Watch an online body language video
 - Mirror the energy of your interviewer
 - Bring copies (job description, resume, questions, etc.)
- **Always Express Appreciation and Always Follow-Up**

4 Be a Virtual Super Star!

Phone Interview	Video Chat Interview
<ul style="list-style-type: none"> ▪ Use landline for optimal sound quality ▪ Stand up for optimal voice quality ▪ Smile 😊 ▪ Tape notes in front of you ▪ Have interviewer's photo in front of you 	<ul style="list-style-type: none"> ▪ Stage your background ▪ Check lighting ▪ Research best online colors and patterns ▪ Verify camera positioning ▪ Do a test run in your outfit ▪ Verify power source ▪ Place critical post-it notes on laptop edge