

5-Step Job Search Strategy



Start writing down your Long-Term Career Goals to combat burnout, define authentic success, and create a visual reminder of your progress.

1 | IDENTIFY YOUR STRENGTHS

Not sure about your strengths? Take the personality test here → www.16personalities.com
Check the "Strengths & Weaknesses" section for words to describe your strengths to use on your resume.
Check the "Career Paths" section for suggestions on the kind of work you'd be great at!
Check the "Workplace Habits" information on the best types of workplace situations and how to work through problem areas.

2 | RESUME RESEARCH

Do an Instagram search for Resume Samples and see what other resumes look like.

- If you don't have Instagram do a google search for Resume Samples

Look at TDJ Consulting's Sample Resumes

3 | UPDATE OR WRITE A RESUME BASED ON YOUR STRENGTHS

Use info from your Personality Test to describe your strengths
Need a template that will also suggest what to include in your resume that's preformatted for you?

- Purchase my [Blue Resume Template](#)
- Purchase my [Silver Resume Template](#)

4 | CREATE OR UPDATE YOUR LINKEDIN PROFILE

Need to sign up for LinkedIn? Start here → <https://www.linkedin.com/signup>
Find a great picture of you wearing work attire and make it your profile pic
Don't have a professional photo? Take one!!! Worry about getting a "Headshot" later!
Use your resume to update the work history portion of your profile
Search for at least 5 of your dream companies and follow their LinkedIn profiles
Find their "Jobs" tab and check out what jobs they are hiring for
Connect with Tramelle on LinkedIn by clicking here

- <https://www.linkedin.com/in/tramelledjones/>

5 | SEARCH FOR YOUR DREAM JOBS

Use the "Jobs" tab - Find 3 dream jobs you'd like to do in the future (2, 4 or 6 years in the future)
Save the Job Descriptions (Copy and Paste the text into your email and send them to yourselves)
Identify what you need to qualify for this position (What skills or qualifications)
Calculate how much experience you'll need to qualify (exp: 3 years of management experience)

6 | WRITE A CUSTOMIZED COVER LETTER

Get TDJ Consulting's Cover Letter Quick Reference Guide

- When you find a job you're ready to apply for in the future, use this guide to write a cover letter for that specific position