



THE ULTIMATE JOB SEARCH GUIDE

DOWNLOAD THIS AWESOME GUIDE & CHECKLIST
TO GET YOUR JOB SEARCH DONE SO
EFFECTIVELY, YOU'LL WONDER WHY YOU WERE
EVER JOBLESS TO BEGIN WITH.

The Ultimate Job Search Guide

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Who are we?

Resume Professionals was established by Margarita Benyammine with the aim of offering a comprehensive solution at accessible rates. Emphasizing the importance of the writer's caliber, every package is designed to be comprehensive, ensuring you receive the ultimate toolkit for a successful job search journey.

Intro to Guide

In today's competitive job market, navigating various online platforms effectively is crucial for finding job opportunities that align with your skills and aspirations. LinkedIn, Kijiji, and Indeed are popular platforms where job seekers can connect with employers and explore a wide range of job postings. This guide aims to provide you with a comprehensive breakdown of how to optimize your job search on these platforms.





LinkedIn

LinkedIn is a professional networking platform widely used by recruiters and job seekers alike. Here's how you can make the most of it:

Profile Optimization:

- Ensure your profile is complete and up-to-date with relevant experience, skills, and qualifications.
- Use a professional photo and write a compelling headline that highlights your expertise.
- Customize your LinkedIn URL to make it more professional and easy to share.

Networking:

- Connect with professionals in your industry and engage with their content.
- Join relevant groups and participate in discussions to expand your network.
- Personalize connection requests and follow up with thank-you messages after networking events.

Job Search:

- Use the job search feature to find relevant job postings based on your preferences and qualifications.
- Follow companies you're interested in to stay updated on their latest job openings.
- Set up job alerts to receive notifications for new opportunities matching your criteria.

Applying:

- Tailor your resume and cover letter to each job application, highlighting relevant skills and experiences.
- Utilize your network for referrals whenever possible, as many employers prefer referred candidates.
- Follow application instructions carefully and submit your materials through LinkedIn or the employer's website.



JOB SEARCH

FIND A DREAM JOB

Kijiji

Kijiji is a classified advertising website where you can find various listings, including job postings. Here's how to navigate it effectively for your job search:

Search Filters:

- Use the search filters to narrow down job listings by location, industry, and job type.
- Sort listings by date to focus on the most recent opportunities.

Job Categories:

- Explore different job categories to find relevant opportunities, such as full-time, part-time, or freelance positions.
- Consider browsing through related categories, as some job postings may be listed in unexpected sections.

Communication:

- Reach out to employers directly through Kijiji's messaging system to inquire about job details or express interest.
- Be cautious of scams and fraudulent job postings by verifying the legitimacy of the employer and job offer before proceeding.



Indeed

Indeed is a popular job search engine that aggregates listings from various sources, including company websites and job boards. Here's how to utilize it effectively:

Advanced Search:

- Use advanced search options to refine your job search by location, salary, experience level, and more.
- Save your searches and set up email alerts to receive notifications for new job postings matching your criteria.

Company Research:

- Research companies of interest using Indeed's company pages to learn more about their culture, values, and current job openings.
- Read employee reviews to gain insights into the company's work environment and employee experiences.

Application Tracking:

- Keep track of your job applications using Indeed's application tracker feature.
- Monitor the status of your applications and follow up with employers if necessary.

LINKEDIN *checklist*

TASK	DONE
Complete and update your LinkedIn profile with relevant experience	<input type="checkbox"/>
Use a professional photo and create a compelling headline	<input type="checkbox"/>
Customize your LinkedIn URL for a more professional appearance	<input type="checkbox"/>
Connect with professionals in your industry and engage with their content	<input type="checkbox"/>
Add your languages spoken to profile	<input type="checkbox"/>
Join relevant groups and participate in discussions to expand your network	<input type="checkbox"/>
Take LinkedIn courses / complete quizzes	<input type="checkbox"/>
Utilize your network for referrals whenever possible	<input type="checkbox"/>
Follow application instructions carefully, submit materials through LinkedIn	<input type="checkbox"/>
Add your skills / keywords to the skills section	<input type="checkbox"/>
Update your headline and make it compelling	<input type="checkbox"/>
Open your settings up to be more public to better connect with recruiters	<input type="checkbox"/>
Write an introduction that both speaks for who you are and what you can do	<input type="checkbox"/>
Post regularly - share your thoughts on your industry	<input type="checkbox"/>

KIJIKI *checklist*

TASK	DONE
Use search filters to narrow down job listings by location, industry, and job type	<input type="checkbox"/>
Sort listings by date to focus on recent opportunities	<input type="checkbox"/>
Recognize a scam from the wording and report job postings	<input type="checkbox"/>
Explore different job categories and related sections for relevant postings	<input type="checkbox"/>
Communicate with employers directly through Kijiji's messaging system	<input type="checkbox"/>
Never share your SIN via email	<input type="checkbox"/>
Never share your banking information with an unknown entity	<input type="checkbox"/>
Do not give your home address to anyone unless you verify their legitimacy	<input type="checkbox"/>

INDEED *checklist*

TASK	DONE
Utilize advanced search options to refine job search criteria	<input type="checkbox"/>
Save searches and set up email alerts for new job postings	<input type="checkbox"/>
Research companies of interest using Indeed's company pages	<input type="checkbox"/>
Read employee reviews to gain insights into company culture, work environment	<input type="checkbox"/>
Monitor application status and follow up with employers if necessary	<input type="checkbox"/>
Keep track of job applications using Indeed's application tracker	<input type="checkbox"/>
Upload your resume directly to the Indeed system	<input type="checkbox"/>

FINDING LOCAL JOB BANKS

RESEARCH

Research local job banks and employment centers in your area through online searches or community resources.



GOVERNMENT AGENCIES

Check with government agencies, such as your state or provincial employment office, for information on local job banks and resources.



EXPLORE

Explore community organizations, libraries, and career centers that may offer access to job listings and job search assistance.



JOB FAIRS

Attend job fairs and networking events hosted by local organizations to connect with employers and learn about job opportunities in your area.



NEWSLETTERS

Sign up for email newsletters or alerts from local job banks to receive updates on new job postings and upcoming events.



LOCAL HELP

Ask around your neighbourhood, charities, organizations, schools, etc. and see if they know of any great leads for a job.



UTILIZING YOUR CONNECTIONS TO FIND HIDDEN ROLES



1

REACH OUT

- Tap into your professional network by reaching out to former colleagues, classmates, mentors, and industry contacts.

2

LEARN

- Schedule informational interviews with professionals in your field to learn about their career paths and gather insights on potential job openings.

5

SOCIAL MEDIA

- Use social media platforms, such as LinkedIn, to connect with professionals in your industry and engage with their content to build relationships.

3

LOOKING FOR

- Inform your network about your job search and the type of roles you're interested in, as they may know of opportunities that are not publicly advertised.

4

CONFERENCING

- Attend industry events, conferences, and networking mixers to expand your network and uncover hidden job opportunities.

6

BE PROACTIVE

- Join relevant online communities and forums where professionals in your field gather to share insights and job leads.
- Be proactive in asking for referrals from your network, and offer to reciprocate by sharing job leads or providing assistance to others in their job searches.

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