



**Olivera Coaching & Consulting**

*Helping clients stand out and land their dream jobs*

# A SHORT JOB SEARCH GUIDE

Find your new job faster.

Have you recently lost your job? Do you need a career change? Do you hope for a promotion or want to jump to the executive level?

Have you recently graduated? Are you ready to relocate and continue your career abroad?

If the answer to any of these questions is YES, you need to make sure you are doing the right things to succeed.

After reading the advice that follows about how to approach your job search, you will know the following:

- What is that you need and should do before you start applying for new jobs
- How recruiters and hiring managers work and find candidates to fill open positions
- What is crucial that you do after you send your application (plus email templates)
- What to do if you need professional assistance

## THINGS TO DO BEFORE APPLYING FOR A JOB

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### STEP ONE

#### Make sure you know exactly what position you want

If you still don't have your target position in mind, you should define one immediately. You simply cannot start searching for a job if you don't know what kind of job you want. That means no spraying and praying, be specific, choose one or two roles you are highly qualified for, and go. You can find more info about defining your target job [here](#).

If you are [changing your industry or career](#), this requires a different and more detailed approach. Engage your network to learn about your targeted industry's culture, expectations, customers, and processes, so you're prepared to show how your experience and skills will be effective in the new environment. Start looking for others who also deal with a career change, consult a career coach, connect with different people - you never know where your next opportunity waits.



### STEP TWO

#### Rewrite or update your resume

Next step – your CV. To be shortlisted, your resume should be all about how you can do the job. If you know your target position now, avoid writing your resume to sound too general, it must be specific and tailored to the job you are applying for.

I saw so many resumes with only job descriptions of the positions a candidate held. This is a major no-no. Your resume must be adjusted to reflect your professional level, results, and significant career achievements - preferably quantified. On top of all, it must be concise, easy to read, and with vital information easy to find. If you are clueless about writing about your accomplishments, see the relevant advice [here](#).

You should be aware that many companies use the ATS (Application Tracking System) to extract data from resumes and store them in their databases.

[The ATS](#) is there to compare your resume with the job description and determine the matching percentage. However, it doesn't decide if the resume is relevant to be shortlisted or rejects it automatically - there is always a real person doing this. For future openings, HR can also use the database and filter previous candidates to find a match for new available positions.

If you are unsure if your resume is good enough or you don't know how or where to start, it's always wise to seek help. A professional resume writer will give you a comprehensive insight and feedback before you start applying for new positions, and it will help you create a resume that reflects all your professional qualities the best.

### **STEP THREE** Write an effective cover letter

A cover letter could be a deal maker or breaker. It could give you a significant advantage over other candidates if written well. Otherwise, no qualification or experience could save you from being rejected.

Please do not repeat the facts from your resume here. It's unnecessary. It would be best to highlight why you want to work for a specific company, how you qualify to do the job, and what success stories you have from the previous jobs that you can link to this position. That's all. For a cover letter writing guidelines, read [this](#).

### **STEP FOUR** Create, update and optimise your LinkedIn profile

If you don't have a LinkedIn profile yet (which I doubt), or your profile is neither optimised nor look professional, it's time to do something about it.

Please pay special attention to your profile photo, Headline, and About section; these are the first things recruiters and employers see when searching you up online. You must look professional and certainly make an excellent first impression.

Also, your resume should be in accordance with your LinkedIn profile. Make sure all your information is accurate, up to date and matches the data in your resume.

If you generally struggle with technology and design or want your LinkedIn profile to be impressive, hire someone who can help you with a profile makeover and optimise your account with keywords and other LinkedIn functions. It will save you time and effort.

# APPLYING FOR A NEW JOB

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Before you hit the apply button, you need to understand well what recruiters' top channels for (quality) hires are. There are many sources, but these usually work in practice:

1. Employee referrals - this is the top source of getting new employees for recruiters and hiring managers since it requires the least time to hire and onboard an applicant.
2. Job portals - a considerable number of candidates and available positions in one place make them very popular.
3. Social networks – mainly LinkedIn, although Facebook could be useful too.
4. Corporate career sites - a direct connection with employers if recruiting is not outsourced
5. Recruiting agencies - they source potential candidates, and a company chooses the best talents from shortlisted applicants later. Pros for working with recruiting agencies - recruiters are usually pressured by time and head-counts, so they want you to get hired fast as much as you do. Of course, if you are a suitable candidate



## SOURCE ONE

### Networking and applying on LinkedIn

Direct connections and referrals are the number one source of potential jobs for anyone, so you should definitely use LinkedIn to build new relationships and connect to people and companies you would like to work for.

Make the most of the **LinkedIn search bar** - search for hiring managers and recruiters who work at your targeted company or find people responsible for hiring and ask them directly. Be cautious, though, when reaching out and writing a connection request message - avoid demanding, entitled approach, be polite and be yourself.

Always **include a note** explaining why you want to connect, be honest and as specific as possible. People will recognise this. If a connection accepts your invitation, always send a thank you message.

Use the **Jobs section** to search for companies and job openings in a specific city/country as well. You can filter your search further based on job title and other criteria. You can also save your searches or set the alarm/notifications for specific job titles.

Pinpoint who works in roles you want or within companies of interest and talk with them. Informational interviewing can be very resourceful for an effective job search. Learn to play the long networking game - don't expect an immediate return on time investment. Our careers are long, so should our time investment be in others.



## SOURCE TWO

### Job portals

For hard-to-fill positions or urgent hires, recruiters will usually use job portals because they can source hundreds of candidates in a short time. The same goes for agencies and third-party companies responsible for hiring. So, job portals are still important for recruiters and agencies, and it's easy for candidates to register and apply for new positions there as well.

Do not register on every job portal possible. Choose wisely one or two of the biggest ones and stick with them. Some job portals charge for having your data there, but this could be a wise investment, so think about it.



## SOURCE THREE

### Recruiting agencies

There are dozens of recruiting agencies out there, some of them are country-specific, some are industry-specific, while a few of the larger ones look for almost every different type of worker. These larger agencies are especially useful if you want to work in a broader region (Europe or the US, for example) with no country/state preference.

If you have a specific country/state in mind, start by contacting the agencies operating in the country where you plan to work and the industry-specific companies that cater to your specialisation.

Some job vacancies will only appear via a recruitment agency, especially when it comes to international companies, which can be a huge advantage. However, one of the main reasons recruiters and recruitment agencies have a bad reputation is the lack of communication with a candidate. But, on the other side, they do have direct relationships with the hiring managers, and they act as middleman/buffer between a company and a candidate, so I guess it's up to you to decide whether to work with them or not.

Inform yourself about the different types of recruiters and how they can help you [here](#).



## SOURCE FOUR

### Applying on a company career website

I always advise my clients to check the company career page for every position they see on LinkedIn or other portals. This effort will mean for the employers that you did your homework, did your research, and are keen to work for them. It is usually possible to apply for open positions on the company career page too, so go for it.

If you struggle to find job postings on a company website, search for links or pages with titles like "Careers" or "Work with Us".

Today, many companies use recruiting agencies, so it might be that a company career page is not up to date or there is no "apply" option.



# AFTER YOU'VE APPLIED

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In this phase of your job search, it is necessary for you to take care of your applications and to start preparing for the prospective job interviews.

## **STEP ONE**    **Keeping the application track record**

Imagine the situation - somewhere between your second interview at one company and your third email to another, you realise you applied for the same position twice or forgot what you should send to the hiring manager. To avoid this and many other confusions, just keep track of all applications you complete and send, and when you get a call, you'll always know what job they're referring to.

You can use any simple spreadsheet - record information on every job you apply for, for example, by the following categories: Job title, Company name, Contact information, Application type (where you – applied), Source of job lead, Materials you sent, Date applied, Date of intended follow-up, Results of each application (invitation to interview, request for more information, rejection, job offer).

Update your records with any new information and review them to decide the next step for each application.

## **STEP TWO**    **Job interview preparation**

Hopefully, you get that interview soon after you apply. But, there are certain things you will need to do to prepare for it, such as - research the company, study the job description and the requirements, and find and prepare for common interview questions.

To succeed - practice, practice, practice. Usually, you will need to prepare both technical and behavioural interview segments. Some employers like to focus only on [behavioural interviews](#). Some like group or informal interviews over lunch. Try to find out what is the interview practice at your target company and prepare accordingly.

Many candidates struggle with behavioural questions, or don't know how to include the examples from their experience and prove they are the right choice for the job.

If you feel you need to work with a professional to prepare for your interview successfully, don't hesitate to contact one. You will be coached on answering the common questions, addressing and improving your weak sides, coming up with the answer quickly, and many other things. Good luck!

## WORK WITH ME

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My coaching and consulting services include:

**Executive coaching programs**

**Job search coaching programs**

**Job search strategy for the EU, the UK, Ireland, USA or Canada**

**Career or industry change - guidance and job search strategy**

**Resume writing & resume design**

**Cover letter writing**

**LinkedIn profile editing and optimisation**

**Job interview preparation**

**Personal website design**

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I've successfully coached more than 500 international clients from 40+ countries so far. All of them have secured interviews in 14 days or less.

### WHY HIRE ME?

- You will work with me exclusively, 1-on-1.
- I have 5+ years of executive coaching and 10+ years of management consulting experience.
- Your resume, cover letter and LinkedIn profile will be written and designed for today's readers - professional, modern, and up to date.
- You will be fully prepared for job interviews.
- Coaching services are 100% customised - we start from scratch and adjust to your needs.

For more info about my previous work, please visit my [LinkedIn profile](#) and read testimonials and recommendations from my clients.

For more details about services and fees, visit my [website](#).

**Looking forward to working with you!**

Olivera Andjelkovic



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# **FOLLOW-UP EMAIL TEMPLATES**





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## FOLLOW-UP EMAIL AFTER APPLYING

Dear [Mr./Ms. Hiring Manager's Last Name],

I applied for the position of [position title] last week. I would like to kindly ask you if you could provide me with your decision timeline.

I am very enthusiastic at the prospect of joining your team and leveraging [your specific skills, knowledge, and experience] to help you [what you'd bring to the company].

Please, let me know if you need any more details about my application.

I look forward to speaking with you and sharing my ideas on how to help you with your upcoming challenges.

Yours sincerely,

[Your name]



## THANK YOU EMAIL AFTER THE INTERVIEW

Dear [Mr./Ms. Hiring Manager's Last Name],

Thank you for taking the time to talk with me today. It was such a pleasure to learn more about the [name of the company], team and [name of the position] position.

I really enjoyed the part of our conversation [write what you enjoyed the most during your conversation, and why].

I'm very excited about the opportunity to join and help [say what you would help with the most at your new position] with your team.

I'm looking forward to hearing back from you soon about the next steps in the hiring process. Please let me know if you need any more information, and I will be happy to provide it for you.

Thank you for your time and consideration.

Yours sincerely,

[Your name]



## FOLLOW-UP AFTER NO-REPLY

Dear [Mr./Ms. Hiring Manager's Name],

I wanted to follow up to see if there have been any updates regarding the [title] position that I had interviewed for on [day and date]. Is there any feedback you can share with me right now?

I can completely understand any delay given the overall uncertainty, and although I am in the interview process with others too, I wanted to confirm again that I am still very interested in this role at your company.

I'd be very grateful if you can give me any information about the hiring process timeline, or when would be an appropriate time for me to check back in again?

Thank you for your time and consideration.

I'm looking forward to hearing from you.

Yours sincerely,

[Your name]