

Resumes & Cover Letters

During this time, when most networking events are cancelled, having a solid resume that speaks in your absence is **key**. *Is it 1 page? Is it formatted to pass an ATS? Is it highlighting your accomplishments, not just work duties?* Take the time to tailor your resume and cover letter using keywords to each position. Make it obvious that you're a great candidate for job!

Phone Interviews

Many companies do this for their initial screening interviews, but today, nearly *all* employers are doing either a phone interview or a video interview. How do you shine over the phone?

- Be Prepared—have your resume and the job posting in front of you to reference (with notes)
- Limit Distractions—go to a quiet place or ask to reschedule for a better time
- Tone of Voice—Convey your excitement, engagement and don't talk too fast
- Specifics—Show that you want to work for **them** in **that** job, not just any job

Be Patient

Some employers continue to hire during this time (some actually *more*), while others are pausing the hiring, but will resume once this subsides. Continue to apply for open positions, just know that the employer will get to those postings eventually. Smart employers will use this time to build up a pipeline for future jobs, so make sure you've thrown your hat in the ring.

Build Your Skills

Use this unexpected home time to take advantage of boosting your skills. There are many online, free courses. Many of the ivy league colleges are also offering free online courses right now!

> <https://edu.gcfglobal.org/en/> > <https://www.coursera.org/> > <https://alison.com/>

Stay Connected

While we may not be connecting with people in person as much these days, networking is *still* the best way to job search. Stay connected online to those in your network—on social media, LinkedIn and other community boards. Facebook even has job search groups that are specific to an area. Just make sure your profiles are up-to-date, accurate and professional.

Need Work Now? Some industries are experiencing a surge in hiring needs. For potential work opportunities, look into these fields:

Shipping/Delivery Services, Grocery, Janitorial/Sanitation, Healthcare, Online Learning, Remote Communication Companies