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**YOUR ULTIMATE  
GUIDE TO  
JOB SEARCHING  
& CAREER  
MANAGEMENT  
DURING THE  
CORONAVIRUS  
PANDEMIC**

Practical ideas, strategies and techniques to help you navigate the job search process during the Coronavirus outbreak

COURTESY OF DISTINCTIVE CAREER SERVICES, LLC

# YOUR ULTIMATE GUIDE TO JOB SEARCHING AND CAREER MANAGEMENT DURING THE CORONAVIRUS PANDEMIC

How are you holding up in the Coronavirus pandemonium?

It is a time of uncertainty for all of us and the stress and anxiety may be even greater if you have lost your job or are concerned that you might lose it.

Of course, there are also those of you who had started a job search prior to the crisis. Or maybe you were planning to start one in the not-too-distant future.

If you fall into one of these categories, you may be asking yourself if you should hold off on job hunting for now. After all, you may be thinking, with the world in crisis and hiring significantly slowed wouldn't it be better to just wait?

The answer to these questions is a resounding "NO."

This virus will not last forever and when it is gone, companies will need employees once again. If you halt your search and the next guy doesn't, guess who will be first in line for those jobs.

Also keep in mind that not every industry slows in an economic downturn. Some may even grow; if you work in healthcare your skills are in great demand right now. Other examples include social work, science and research, data analytics, and communications. These are fields in which you are likely to see an uptick in opportunities as well.

We all handle stress differently. Of course, anxiety at a time like this is perfectly normal and trying to repress the anxiety is not generally a good idea.

Let yourself feel the feelings.

Be kind to yourself and take a moment to pause and breathe. The pandemic is an unprecedented event in all our lives. The world has changed quickly and in ways that caught many of us unprepared.





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*You don't have to be great to start, but you have to start to be great.*

Zig Ziglar

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If you are coping with grief and anxiety over a lost job or the threat of job loss, you are experiencing even greater stress and worry about what the future holds.

It is *healthy* to take a few days or a week to center yourself and adjust to your new reality. But once you have, don't lose momentum. Don't let your anxiety paralyze you.

Will your job search take longer? Probably.

Is the market more competitive? Probably.

But hiring won't ever come to a complete stop. And when we hit the recovery, you want to be the person on the top of that list.

## TIPS FOR STAYING SANE IN THE AGE OF CORONAVIRUS

Here are a few suggestions for regaining your balance and staying centered.

- 1) Try to limit your news consumption. I realize this is hard in a crisis because you want to stay informed and don't want to miss something important. But limit your consumption to 20-30 minutes in the morning and then 20-30 minutes in the evening. Ideally, read your news from reputable newspapers. Watching your news on television—especially cable television—will just add to your anxiety.
- 2) If you don't live in a place where it has been prohibited, try to get outside every day. A walk in the fresh air can do wonders and the exercise will be helpful. Even if you can't go outside, try to keep moving. Sitting at a computer or on your couch all day isn't healthy. If nothing else, set a timer and every hour get up and do 5 minutes of jumping jacks or running in place.

- 3) Connect! If you are an introvert, the isolation won't be quite as difficult. But extroverts thrive on social interaction. Luckily, we have Skype, Zoom, Facetime, and other similar technologies. Use them to stay in touch with your friends, family, and colleagues. A video call can be so much more satisfying than text or even a phone call.
- 4) Don't underestimate the importance of having a strong support network to offer encouragement and advice, to brainstorm and share ideas with you, to help keep you accountable to the goals you set for yourself, and to help keep you on track throughout the emotional roller coaster we are all experiencing during this pandemic and that you will likely experience even more intensely as a job seeker. Family and friends are often included in the support network, but also consider meeting virtually with a job search coach or counselor, as well as joining a supportive online job search group.
- 5) Try to stay on a regular sleep schedule. Even if you are still employed but working from home it may be tempting to stay up watching movies all night and sleep in the next morning. Most of us need order, structure, and routines. These are the antidote to chaos and will help us feel more in control even when the world around us seems chaotic. But even if you are one of those people who hate routines and are embracing your new freedom to set your own schedule, getting enough sleep is important. Especially when you are under stress.
- 6) Journaling can be a great stress reliever; the therapeutic benefits have been scientifically proven. Try writing about your feelings and all the worries you have. Journaling can help you to work through those negative thoughts and then release them.
- 7) Use your extra time to learn something new. Read the books on your "when I have more time" list. Take courses online. If you are in an industry that has been hit hard by the virus, start reading and learning about a new industry where your skills may be transferable.



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*The most difficult thing is the decision to act, the rest is merely tenacity.*

Amelia Earhart

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Finally, commit to doing something for your career every day whether you are employed or unemployed. Network online. Research companies you might enjoy working for. Write a blog that

illustrates your industry expertise. Update your résumé. Connect with more people on LinkedIn. You will find many more ideas in this guide. Put them into action.

Begin repeating the mantra to yourself now – “I will do something every day in my job search.”

Now give yourself a starting date and when it comes, just do it. Make this a top priority. By doing something every day you’ll push yourself to keep at the search until something breaks. Action over inaction is what will help you ultimately be successful.

## POLISH YOUR PRESENTATION

The first step for almost everyone should be taking a critical look at your résumé. Does it need to be updated? Could it present you better? Now is the time to revamp it!

The same is true of your LinkedIn profile. Is it conveying the professional image you need it to convey? Don’t put it off any longer!

Like it or not, your résumé and/or your LinkedIn profile are your first introduction to most employers, and your only chance to make a good first impression. Always keep them up to date .

But don’t go it alone. While it may seem counterintuitive, hiring a skilled professional résumé writer may save you both time and money by shortening your job search substantially, and will likely help you attract a higher salary as well.

In a competitive job market, it is more important than ever to differentiate yourself from the competition and use your résumé and LinkedIn profile to provide proof to prospective employers that hiring you would be more profitable for them than hiring your competitor for the job.

[Book a free Discovery Consultation](#) with us today and learn more about how we can help you quickly cross these items off your list and move on to the next phase: pursuing and landing a new position.



You can also use this time to polish your presentation in other ways.

For example, now would be a great time to prepare your CAR success stories.

Take the time to think about and document between six and twelve CAR Success Stories (Challenge-Action-Result Success Stories).

- ☑ What are some of your greatest accomplishments that illustrate the strengths you want to highlight in your interview?
- ☑ What were the challenges you faced related to these accomplishments?
- ☑ What actions did you take to meet the challenge?
- ☑ What were the results—quantified results when possible—of the actions that you took?

You will use these in your résumé, during networking meetings, and in interviews.

This would also be a great time to create and practice your elevator pitch.

You will hear the “what do you do?” or “tell me about yourself?” questions over and over, both during your job search and throughout your entire career.

Preparation is the key to confidence and the key to making a lasting, positive, and memorable first impression. Be ready with a 30-60 second elevator pitch that immediately and confidently conveys to the listener who you are as a professional and what your value proposition is.

## **THIS IS NO TIME BETTER THAN THE PRESENT!**

Many people will not take the advice in this guide and will postpone their job search until we seem to be in the recovery phase. Don't wait. Take full advantage of this lull.

If you have ever job searched during the holiday season, the idea is the same: you have far less competition. With fewer people competing for their attention, this is an ideal time to connect with those with the power to hire you.

Ready? Let's get started!

### **BE DISCIPLINED**

Create a schedule for yourself, with daily and weekly milestones. Write your plan down and block time on your calendar. If you are isolated in your home you probably have far more time for yourself than you

used to, but it is easy to slip into the habit of “I’d rather watch this movie now. I have plenty of time. I’ll do it later.” The problem is that later doesn’t come. Set appointments with yourself and stick to them.



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*Self-discipline is the magic power that makes you  
virtually unstoppable.*

Anonymous

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## GET ORGANIZED

Create a system for managing your job search.

You may have children, a spouse, or other housemates home with you during the pandemic, and it may be more difficult than ever to find quiet time alone.

Still, setting aside an area of your home dedicated to your job search is important. If you don’t have a dedicated office area in your home, even a corner of your bedroom will work.

Clear all clutter from this space. Clutter will make it harder to focus and will have a negative impact on your productivity.

An organized plan and system will help keep you motivated, moving forward, and focused on achieving the ultimate goal.

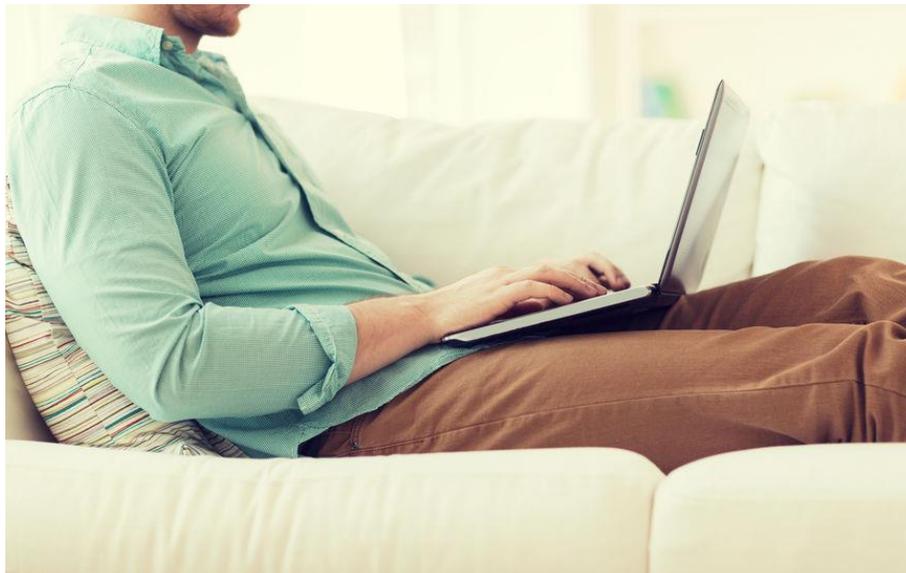
At the very least, you need a calendaring system, a system of logging inter-related and follow-up activities, a contact management system, and a filing system.

## CONTINUE YOUR NETWORKING

Don’t let your professional networking end. Follow up with the people you have met to see how they are and to see if they might be able to introduce or refer you to others. Keeping yourself gently in their mind can yield great things.

Your professional network will be one of your most effective sources for information and referrals relating to current or future job opportunities.

Of course, networking is all about relationships and you should continuously nurture your network relationships regardless of whether you are job searching or not. But whether you have or haven't kept up on it, now is the time to reach out to everyone you know to inform them of your search and to ask for advice and referrals.



#### **FOCUS ON UNADVERTISED JOBS**

When you are budgeting your time, what is known as the “hidden” job market should be your focus. Search for the companies where you want to work and the possibility that they have the type of work you want to do.

Use your network to connect with people who work there now or have in the past. Talk with them. Let them know of your interest. While there may not be an opportunity now, when there is, you will be top of mind.

#### **STRENGTHEN YOUR INDUSTRY CONTACTS AND KNOWLEDGE**

Informational interviewing is a great technique for almost everyone and these meetings can be easily conducted using Skype, Zoom, or a similar technology.

Contact people who can tell you what is going on in the field, help you better understand the competitive landscape, describe for you what it is like to work in the field, and ideally point you in the right direction for the next person you may want to speak with.

Prepare lists of questions about the company or the industry so you make good use of your contacts' time.

#### ALWAYS FOLLOW UP

Even in a pandemic, follow up is critical.

Make sure you always email a thank you note after speaking with a networking contact, completing an informational interview, or after a video job interview. Doing so will make a lasting positive impression that gives you a distinct competitive advantage.

A follow-up phone call on every résumé you send, whether it is a résumé sent cold, in response to an ad, or based on a referral from one of your networking contacts can make all the difference in whether your résumé is actually read and considered or not.

#### CONSIDER AN "OUTSIDE THE BOX" SOLUTION TO EMPLOYMENT

If you are having trouble finding that one, perfect full-time position, consider a "portfolio" career that is built around your skills and interests through a variety of part-time jobs, which may include some combination of part-time employment, self-employment, freelancing, consulting, and temporary jobs.

While many of us have been raised to believe that a full-time job is really the only secure work arrangement, a portfolio career may be more secure in certain ways, because it involves multiple streams of income.



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*When one door closes, another opens; but we often look so long and so regretfully upon the closed door that we do not see the one which has opened for us.*

Alexander Graham Bell

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## BE OPEN TO NEW OPPORTUNITIES

As you start your job search, you may have a specific idea about what you want from a new position, and that's good. But don't let that idea limit you to what is out there.

Consider every new opportunity that comes along, even if it wasn't in your original job path. You could find some delightful surprises, or it could reinforce that what you thought you wanted was correct.



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*Success is where preparation and opportunity meet.*

Bobby Unser

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## ALWAYS BE PREPARED

If you are in the job market now, these ideas will be of immediate help. But even if you don't expect to be in the job market soon, it is always smart to be prepared.

You may find yourself with more time on your hands than ever before. Use the time to prepare.

Even if you must wait for opportunities to unveil themselves or come to fruition, this doesn't mean there is nothing for you to do. Take this time to reassess your job search strategies, review your résumé, and strengthen your interview techniques.

Doing so will increase your confidence when talking with others about your career, and that will enhance your chances to get hired when the right opportunity arises.

Here are some specific action items for you to follow.



**REVISIT, REEVALUATE, REEDUCATE, AND RENEW**

Your goals. Your skill set. Your social media presence. If your skills are a bit rusty or it's been some time since you've worked on updating them, now might be a good time.

Online classes offer you not only the opportunity to refine your competencies but to network as well. An added advantage: online courses are a convenient and relatively inexpensive way for you to grow your skillset.

**DO YOUR RESEARCH**

Take the initiative and do some research to identify the companies that you really want to work for. Determine where you would fit in their structure and what you have to offer them. Develop a proposal that clearly illustrates how you would deliver a return on their investment in hiring you. Now leverage your network to set up telephone or videoconferencing meetings with the hiring decision-maker at the companies.



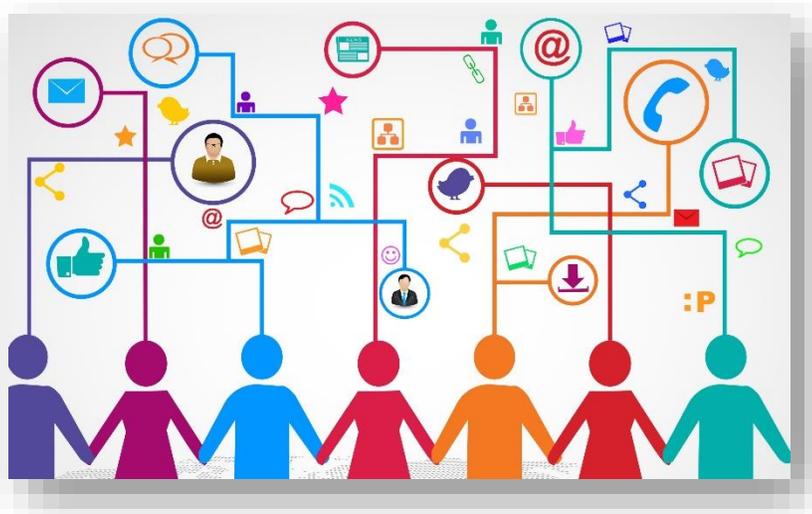
**STAY CURRENT**

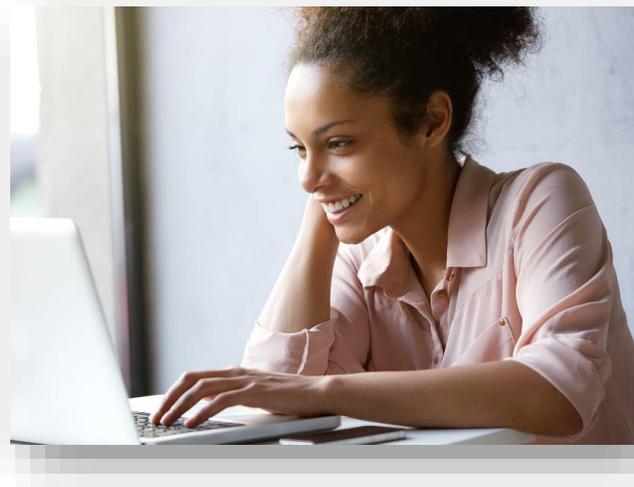
Follow people important in your industry on Twitter. Follow LinkedIn pages of companies of interest to you. Participate in blog discussions about industry topics.

Put your name out there. Maintaining visibility is a great way to keep your name front of mind. As well, by sharing your opinions, ideas and knowledge with industry professionals, you are, in essence, providing those individuals samples of your work product and establishing an environment wherein you establish your bona fides for a position before it even becomes available.

What if, rather than you engaging in a job search, the job searches *for* you?

Take this tip seriously and you may find yourself hunted for a coveted new job rather than doing the hunting yourself.





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### **INTRODUCE YOURSELF TO HEADHUNTERS**

There are presently well over 18,000 recruiting offices in just the United States alone. It is impractical and a waste of everyone's time to contact all of them indiscriminately.

Do a little research and determine which firms specialize in your industry of choice or positions like you are seeking. This small, segmented list is the one you should focus your time and attention on.

Follow the most relevant firms on LinkedIn. Check their websites. Many recruiting firms announce openings when they start working on them.

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### **PUT TOGETHER A STRONG LIST OF REFERENCES**

Contact each person that you intend to list and ask for their permission. Never provide someone as a reference unless you have discussed it with them first and briefed them on your current job search. Verify the contact information for each reference and ask for permission to list a telephone number and email address.

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### **SPEND SOME TIME CLEANING UP YOUR SOCIAL MEDIA PRESENCE**

Are the privacy settings you're using really keeping your Facebook, Twitter, LinkedIn, and Pinterest accounts private or is it easy for someone to find you?

Depending on how you use each social networking site, you may want to keep certain ones private. Others you may want to be public. Adjust your privacy settings accordingly.

Also take a hard look as to whether the image you are conveying online is the image you want your professional contacts to see. The world's most professional LinkedIn page does you no good if your Facebook page has posts, photographic or otherwise, that call your judgment into question.

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### **CONSIDER FREELANCING AS A WAY TO BREAK INTO A NEW INDUSTRY**

While smaller employers may be hesitant to take on new employees in under the economy is in a recovery, they still need help.

Working in what is known as the “gig” economy can expose you to new opportunities, expand your network, and/or increase your skill set.

This can be a good way to gain experience in a new industry and strengthen your résumé.

For example, say you have been working in marketing in the hospitality industry. Opportunities in that industry are few and far between so you decide you would like to pursue jobs in the software industry. The only problem is you have no experience in that industry.

Even if you decide freelancing isn't for you and you return to full-time employment, completing a few temporary contract positions helping software companies with marketing will give you some rich industry experience to add to your résumé.

## NETWORKING DURING A PANDEMIC

The single biggest mistake most job searchers make is not asking for help from their network. People want to help you, even amid a pandemic crisis — so let them! But don't wait until you're out of work to start developing relationships with your network.

The more people who know you are looking for a job, the more eyes and ears that will be available to help. Networking is about getting the people you already know to help connect you to the people who will help you land your next career opportunity.

You can also tap into your network for specific assistance. For example, if you want to work at a particular company, ask people in your network if they know anyone who currently works for — or used to work for — “Company X.” Then contact that person and ask about the company, culture, and hiring practices.

## WHO IS YOUR NETWORK?

The first step is to identify who is in your network. This can include: friends, relatives, parents of children's friends, parents and relatives of your friends, club members, cousins, neighbors, current and previous co-workers and managers, suppliers, professional association contacts, your community contacts (civic leaders, clergy, etc.), and your doctor, financial advisor, or attorney. Your holiday card list, if you have one, can be a good starting point for identifying who is already in your network.

If you don't already have a list, start one! Make a list of all your contacts — past employers, vendors, customers, colleagues, competitors, bankers, and others. You never know who may have a great lead or know of an unadvertised opportunity.

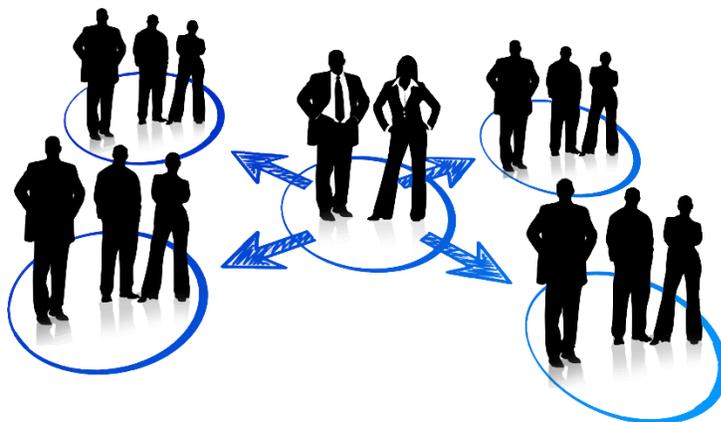
Then, expand that list. Here are some ideas for other people to add to your network.

### **PERSONAL CONTACTS:**

- Friends
- Relatives
- Parents of children's friends
- Parents of your friends
- Relatives of friends
- Club members (country club, swim club, sports club)
- Associations
- Military service personnel
- Sorority/fraternity
- Cousins
- Neighbors
- Sports team members

### **BUSINESS CONTACTS:**

- Current co-workers
- Previous co-workers
- Previous managers
- Consultants
- Vendors and suppliers
- Retirees
- Seminar, conference, and workshop attendees
- Business owners
- Competitors
- Clients/customers
- Venture capitalists
- Members of industry associations
- Contacts you make at conventions and job fairs



### **THIRD-PARTY CONTACTS:**

- Accountants
- Doctors
- Real estate brokers
- Financial advisors and bankers
- Attorneys
- Dentists
- Mortgage bankers/brokers
- Insurance agents
- Travel agents

### **EDUCATIONAL CONTACTS:**

- Elementary, middle, and high school friends and teachers
- College classmates and friends
- Alumni association contacts
- Graduate school classmates
- Other alumni of your schools
- University career-placement office staff
- Former professors and advisors

### **COMMUNITY CONTACTS:**

- Civic and political leaders
- Librarians
- Clergy/ministers
- Chambers of Commerce
- Community groups (Kiwanis, Rotary, Scouts)
- People you meet while volunteering
- Health club members

Assemble the contact information for these individuals and add them to your list.

## HOW CAN YOUR NETWORK HELP YOU?

We are so digitally connected, there are a number of ways your network can help you even in a pandemic when you are unable to leave your home to meet in person.

The first is to contact specific people in your network — or your entire network — and let them know you are looking for ideas, information, advice, and contacts/referrals. Create a networking cover letter and send the letter with your résumé to each of the contacts in your network.

A very effective way to use your network is a more targeted approach. Identify the specific need you have, and then contact people who are in a position to help you reach that specific job goal.

For example, if you see an advertised opening for a position, go through your network and see who might be able to provide you with access to the hiring manager (or someone else who works at the company), information about that specific company (or the company's position in the industry), or information about the specific position you're seeking.

You can use your network contact to make an introduction to a hiring manager — either asking them to pass along (via email) your résumé to that individual, introducing you directly, or allowing you to use their name when making an initial contact.

## SOCIAL MEDIA AND NETWORKING

With everyone at home and isolated, social media is busier than ever. Besides just staying in touch, social media can also be effective for helping you achieve your networking goals.

You can let your network know you are looking for a new position by posting status updates on Facebook, LinkedIn, and Twitter. (Just remember that anything you post online can potentially become public information — all it takes is someone you know taking a screenshot of what you've posted, or mentioning the information, and it's no longer private.)

You can also research a potential connection using social media. Find out if the person has a LinkedIn profile, Facebook page, or Twitter account. LinkedIn is particularly effective in helping you take your existing contacts and leverage them into even more



networking opportunities. You can see how you're connected to a company or another individual using LinkedIn.

## TIPS FOR ACING TELEPHONE INTERVIEWS

In the age of coronavirus hiring, telephone screening interviews will be more important now than ever before. Here are some tips to ace them.

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### ORGANIZE AHEAD OF TIME

Always have an easily accessible copy of your résumé on hand. You'll want to have your résumé and cover letter printed out in front of you while you talk.

Also have a cheat sheet of bullet points you want to cover – your best accomplishments and specific strengths that would be valuable to your next employer. Prepare a cheat sheet of “success stories” that reference some of the key challenges and problems you have faced in your career, the actions you took to meet those challenges or solve those problems, and the specific results of those actions. You can use these stories to answer many questions.

Have a glass of water available.

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### DO YOUR HOMEWORK

Research your potential new employer(s). Understand the business they are in, their chief competitors, how your new position would fit in with the company's business, and how you can contribute to their continued success. Create a briefing sheet on each company you have applied to and keep copies of these ready to be accessed during telephone screening job interviews.

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### CONTROL YOUR ENVIRONMENT

To the extent possible, be sure to have a comfortable, quiet, and private place to take the call. Let family members know you have a business call and not to interrupt. Close the door of the room you're in. If



you have been caught off guard by the call it is okay to buy yourself some time by asking the caller if you may put them on hold for a few minutes, if you might call them back in five minutes, or if there is a convenient time for you to call back later that day.

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#### **TAKE NOTES**

Notes will help you remember your conversation later when you are sending a thank you note or during a video interview when you may want to refer to key points covered during the screening. Also, be sure to get the caller's name, job title, phone number, and email address. These should be used to send a thank-you note and for any other follow up.

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#### **PRACTICE MAKES PERFECT**

Just the way you would for any other important event, practice first. Have a friend or family member "mock" interview you and record it if possible, so you can hear how you sound, what your responses are, and whether you say "ummm", or "ahhh" a lot. Have them throw in a surprise question that you weren't expecting, to see how you handle it.

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#### **STAND UP DURING THE CALL**

It may sound strange, but you'll have more energy – which will be apparent to the interviewer. If you are in an environment where you can't stand for some reason, be sure and sit up straight. It will make a difference in the way you are perceived.

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#### **SMILE WHEN YOU SPEAK**

Just like standing, it will be perceived by the caller in a positive way, even if the caller can't specifically say that you're smiling.

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#### **MATCH YOUR CALLER IN STYLE AND TONE**

Is the caller being very business-like in style and tone or is the caller using a more conversational style. Whatever the answer, follow the lead of the caller but always be sure your voice also conveys energy and enthusiasm.

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#### **ASK QUESTIONS**

During the call, be sure and ask some questions to the interviewer, rather than passively just answering what is asked. It shows your interest and engagement level. Just make sure it's about the company and your position. This is not a good time to ask how soon you take a vacation.

It is, however, entirely acceptable and advisable to ask some questions related to the pandemic. For example, what the hiring timeframe is for the position? Will the position be remote—at least until the virus has eased?

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### **CLOSE THE CALL GRACIOUSLY**

Thank the caller for taking time out of their busy schedule to call you and let them know you are eager for the next steps. Don't be afraid to tell the caller you are enthusiastic about the position and let them know you are available for a Skype or Zoom interview. As soon as the call is over send an email thanking the caller for their time and reiterating your interest in the position.

## **BE PREPARED FOR VIDEO INTERVIEWS**

In pre-pandemic times, the next step after a phone screening interview would usually be an in-person interview. Today, most or all interviews will be conducted via video and web conferencing using technologies such as Skype, Zoom, GoToMeeting, or similar.

For you, the job seeker, there are advantages. No travel required, easy to fit into a schedule, no nerve-racking waiting in the reception area or, worse, conference room.

Easy, right? Log in at the appointed hour, answer questions, ask some of your own and boom, you're done, right? Well, not exactly.

Notwithstanding the fact that you don't have to worry about sweaty palms, there are some things you need to consider when preparing for a video interview.

### **REHEARSE**

A mistake many people make is that they don't rehearse for an interview. True, you likely don't know what the format will be, but you do have a pretty good idea of some of the fundamental things you'll be asked and issues that will be covered. So, rehearse them.

Conduct a mock interview and videotape it.

Have someone ask you questions.

Schedule the mock interview at the same time of day as the real interview is scheduled so that you can analyze the results not only for how you performed, but also for production qualities such as sound, lighting, your surroundings and what can be seen around and behind you.

Evaluate your performance. Be critical. Did your eyes dart? How were your facial expressions? Did you bounce in your seat? Nervous twitch? How did that tie/hair/makeup look? How was the pitch/tone of your voice? Volume?

### SIMPLIFY

Remember, you are being interviewed for a job. You're not showing your house, your taste in art, or how beautifully framed your family photos are. Try to set up your computer so that your surroundings are clean, neat, organized, and as neutral as possible.

If you have pets or children, make sure you make whatever arrangements you must so that they are not a distraction.

Reboot your computer and close all unnecessary programs. Turn off all your cell phone and computer notifications.

Dress just as you would for an in-person interview. Avoid heavy jewelry and bright colors that could be distracting to the person conducting the interview.

### TESTING, 1-2-3, TESTING

Familiarize yourself with whatever webcam and video conferencing system will be used. Skype? Zoom? GoToMeeting? Whatever it is, don't let the interview be the first time you use it.

Follow directions.

Ask the employer if you can check in 15 minutes early just to ensure there are no problems.

Whatever you do, make sure everything is plugged in, turned on and in working order before you try to log in to the interview. If you don't, you'll appear unprepared, disorganized and you will not look like the company's next employee.

## SOME CLOSING THOUGHTS

When you turn on the news and all you see is bad news about the economy and the job market, it is easy to become so anxious that you scare yourself into inaction. Don't let that happen to you!

There are rewarding jobs out there to be had. Stay competitive, remain in action and working toward your goals each day, and one of those jobs WILL be your new job.

Be realistic. Your search will almost certainly take longer. But the more "feelers" you put out, the more contacts you make, the more résumés you put into the hands of hiring authorities, and the more telephone or video interviews you complete, the faster you will achieve your job target.

Also remember that your attitude is everything.

Adopt a "failure is not an option" attitude.

Celebrate your accomplishments daily and weekly but recognize that a successful job search requires persistence and consistent effort. It can be difficult to remain motivated when you don't immediately see results but remind yourself that job searching is a process and that it takes time. Reward yourself not just for the results, but for the effort.

Above all, know that we are here for you! We can help and support you with virtually every phase of your job search. Don't hesitate to reach out: 800-644-9694 or book a [Discovery Consultation](#)

# DISTINCTIVE CAREER SERVICES, LLC



The Internet's Most Trusted Résumé Writing & Job Search Specialists...Since 1996



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- ➔ Get Noticed
- ➔ Feel More Confident
- ➔ Achieve Career Goals

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Since 1996, we have met the résumé development and career marketing needs of 1000s of discriminating professionals in all 50 U.S. states and internationally. Our résumé writing services are highly personalized and uncompromisingly professional.

## UNMATCHED INDUSTRY EXPERTISE

We bring together industry masterminds in an unprecedented, collaborative team effort to deliver top-notch quality and service for EVERY client. The founder and CEO of Distinctive Career Services, LLC, Michelle Dumas is one of the industry's most respected experts. With close to 25 years of experience, numerous national awards for résumé writing, and extensive credentials, Michelle has assembled a handpicked team of the industry's top professional résumé writers, LinkedIn writers, and career coaches and is passionate about helping every client achieve their highest professional aspirations within meaningful and rewarding careers.



*Prior to using your services I was averaging about one call from every 10th résumé or application I submitted for a potential job....After working with Distinctive Career Services and reworking my résumé I was getting responses from about 40% of the applications I was sending out...Within one month of working with my new résumé I was in the position of having multiple offers and have ended up accepting the perfect position. — A.E., Georgia*

Professional Résumé Writing and Job Search Services to Meet the Career Marketing Needs of Job Hunters in all 50 States and Internationally

- ☑ Award-winning strategies get attention
- ☑ 20 years of proven results
- ☑ Widely recognized industry leaders
- ☑ 10,000+ clients served worldwide
- ☑ All professional levels and industries
- ☑ Highly personalized and professional
- ☑ Solutions for every career challenge
- ☑ 100% satisfaction guaranteed