



CANDIDATE RESOURCE PACK

TIPS AND TRICKS FOR HELPING YOU THROUGH THE JOB SEEKING PROCESS

The Encoreship recruitment partner and expert, Six Degrees Executive designed this practical resource pack to support and guide those working through their recruitment journey.

The Encoreship brands have collaborated to ensure the resources are tailored and beneficial to suit the needs of women who are re-entering the workforce or are transitioning through a career pivot.

What's included

- Resume advice, including a best practice and a professional resume template
- Tricks to using LinkedIn and partnering with a recruiter
- Practical advice to manage your way forward

PREPARING YOUR RESUME

There is a lot of conflicting advice about what to include or not include on your resume, so we asked some of our recruitment consultants for their best tips and advice when it comes to writing a standout resume. Here are the top tips from our recruiters about creating a high-quality resume.

1. **Include a personal summary:** Recruiters and hiring managers are busier than ever before and receive high volumes of resumes, so your personal summary helps summarise who you are and why you can do the job. Your personal summary should entice the recruiter or hiring manager to read on for more detailed information.
2. **Dates, dates, dates:** Details do matter, such as including the months and years you started and finished each job. Format dates consistently, for example, if you abbreviate the month and write the year in full, make sure you do the same throughout (i.e. Apr 2017 – Nov 2018). And explain any sizable gaps or time away from the workforce.

3. **Key responsibilities and achievements:** Most important to your resume is how you set out your career history; listing (dot points) is best practice when outlining your responsibilities and achievements.

DO: Use measured outcomes and results - "increased open rates by ~10%".

DON'T: Be vague - "achieved good open rates on emails".

4. **Technical skills:** Employers are often looking for candidates who have capability and experience with specific software programs or tools, so always include details about your technical proficiency in various applications. Highlighting your technical skills is a great way to differentiate yourself from your competition.

Helpful links

- [Resume template](#)
- [More resume tips and tricks from recruiters](#)
- [More resume advice](#)

UPDATING YOUR LINKEDIN PROFILE

Your LinkedIn profile is one of the easiest ways to get discovered by recruiters and potential employers. Establishing a professional presence and building your 'personal brand' on LinkedIn can open up a range of new career opportunities. If you met people through the Encoreship, connect with them on LinkedIn as they may be able to help you on your career journey, even if you were not successful getting an Encore role.

1. **Turn on "Open to Opportunities":** This feature lets recruiters know you are ready for new opportunities and can open new doors in your job search. To turn this feature on, you'll need to click on the "Jobs" tab on your LinkedIn profile and then click on "Career interests". Select "On" to let recruiters know you're open.
2. **Complete all sections of your LinkedIn profile:** Make sure your current position is up-to-date and includes your title, company name, and the time period you have worked there. Your LinkedIn headline is important and should contain keywords most relevant to your role as it is searchable for recruiters looking for candidates. It's also important to complete the "About" summary with an overview similar to your personal summary. List your work history under "Experience" with highlights (think keywords) of your skills and responsibilities in each role.
3. **Get active:** One of the best ways to get noticed on LinkedIn is to join relevant groups or networks related to your industry or niche. Posting content, commenting and engaging with other people's content will also help boost your presence and build connections with other industry contacts.

Helpful links

- [How to optimise your LinkedIn profile](#)

HOW TO PARTNER WITH A RECRUITER

At Six Degrees, our role is to match the best candidate with the perfect job. Our recruiters have many conversations with candidates about their current situation, capabilities and experience, career aspirations and preferences, and work-life requirements to understand how well suited they are to different roles; due to COVID-19 recruiters have been inundated with candidate enquiries, making it challenging to respond to everyone promptly, so here are some tips to prepare in advance.

1. **Be specific:** Provide a specific, short overview of your experience if emailing or messaging on LinkedIn.

DO: Hi my name is [NAME], I am a [ROLE] with [TOTAL YEARS] experience working across [INDUSTRIES] and have skills in [CORE CAPABILITIES or TECH SKILLS]. I am looking for [PERMANENT/CONTRACT] roles as a [ROLE TYPE] and are available on a [NOTICE PERIOD]. Attached is my resume and I am free to talk at [TIME] on [DATE] if that works for you? Suggest a time 1-2 weeks ahead.

DON'T: Hi my name is [NAME], I've recently been stood down and am looking for any work that might be available at the moment. Attached is my CV, I look forward to hearing from you.

2. **Be patient:** Recruiters are currently inundated with calls, emails and requests; not to mention their own personal and professional pressures working reduced or nonstandard hours and trying to manage their way through the crisis. Be patient, allow time for recruiters to respond and send a polite follow up if you don't hear back in a week or two. Sometimes it is not possible to get back to everyone due to large volumes, however at Six Degrees we do our best to return everyone's enquiries.
3. **Sign up to job alerts:** Most recruiters have platforms that allow you to create a job seeker profile and be updated by email with relevant roles. You can also upload your resume and apply for jobs directly from your job seeker profile on the Six Degrees website. [Sign up for a Six Degrees Executive job seeker profile to receive job alerts.](#)

Helpful links

- [How to help your recruiter nail your job search](#)
- [More job search articles](#)
- [Career tips](#)

CONSIDER YOUR OPTIONS

In this current climate, it's good to consider all your options and be open to new avenues you may not have considered in the past. Take a two-pronged approach – Short-term immediate options & longer-term ideal options.

1. **Consider contract work:** Many of our clients are looking to fill immediate gaps in their business brought about by changing circumstances; considering a 3 or 6 month contract is a great way to secure immediate work and trial a new workplace at the same time.
2. **Manage your salary expectations:** Everyone's person situations are different, however realistically ask yourself how much of a salary drop you could manage to get you through. This can open up more roles for you to consider and may only be for a short to mid-range time frame.
3. **Take a sideways step:** It may be a difficult time to try and take a step forward, so looking at comparable options such as considering a smaller or larger business in the same role or different capacity or looking at a new industries or sectors where your skills may be transferrable.

Helpful links

- [Making a career from contracting](#)
- [Finding your unique career journey](#)
- [Non-traditional career paths](#)

MORE ADVICE, TIPS AND TRICKS

Six Degrees has a full library of articles and resources on everything from career tips to interview advice and resources for executives.

Helpful links

- [All job seeker articles & resources](#)
- [Building resilience in times of uncertainty](#)
- [Bouncing back from redundancy](#)
- [Building your personal brand](#)
- [Career tips](#)
- [How to market yourself like a product](#)
- [How to ramp up your job search](#)
- [Interview tips & advice](#)
- [Job search](#)
- [Leadership](#)
- [Networking](#)
- [Not fearing failure & finding your confidence](#)
- [Preparing for a video job interview](#)
- [How to find meaningful work](#)
- [Are you experiencing re-entry syndrome](#)

Online courses

- [Excel online free tutorials](#)
- [Google Courses](#)

Podcasts

- [What She Did Next](#)
- [Future Women with Jamila Rizvi](#)
- [Future Women Leadership Series](#)
- [Lady start up](#)
- [She Mentors](#)
- [Women at Work](#)
- [She's On The Money](#)

Female mentoring

- [Mentor Walks](#)

*SEEK Analytics as of March 2020.

the **encoreship**

In collaboration with..

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DEGREES**

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G R I T T Y
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GET IN CONTACT - THE ENCORESHIP

For further information regarding future Encoreship intakes, applications or brand interest, read more here. You can also stay up to date by following Alpha-H on social media:



GET IN CONTACT - SIX DEGREES

Six Degrees Executive is committed to supporting job seekers through challenging times. We hope you have gained some valuable information from this document and please do visit our website to review any current job opportunities or to contact a recruitment consultant near you.

You can also stay up to date by following us on social media:

