

Proven Job Seeker & Resume Strategies That Get You Closer to Your Dream Job

Miguel Miranda, CEO & Founder

Shabrish Sukumar, Operations Director

December, 2021





Before We Get Started ...



- 1. Will you get the PDF slides? Yes. You will receive all the slides immediately as soon as you fill out the quick survey at the end of todays presentation via QR code.
- 2. **Is this Webinar being recorded?** Yes. A link to the recording will be sent via email within the next 24 hours.
- 3. Will there be a Q&A? Yes. We plan to have a Q&A session at the end of the presentation. Please submit your questions in the chat.



Today's Presenters





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The Big Market Change

VISION

Global Community Goals Until 2030



































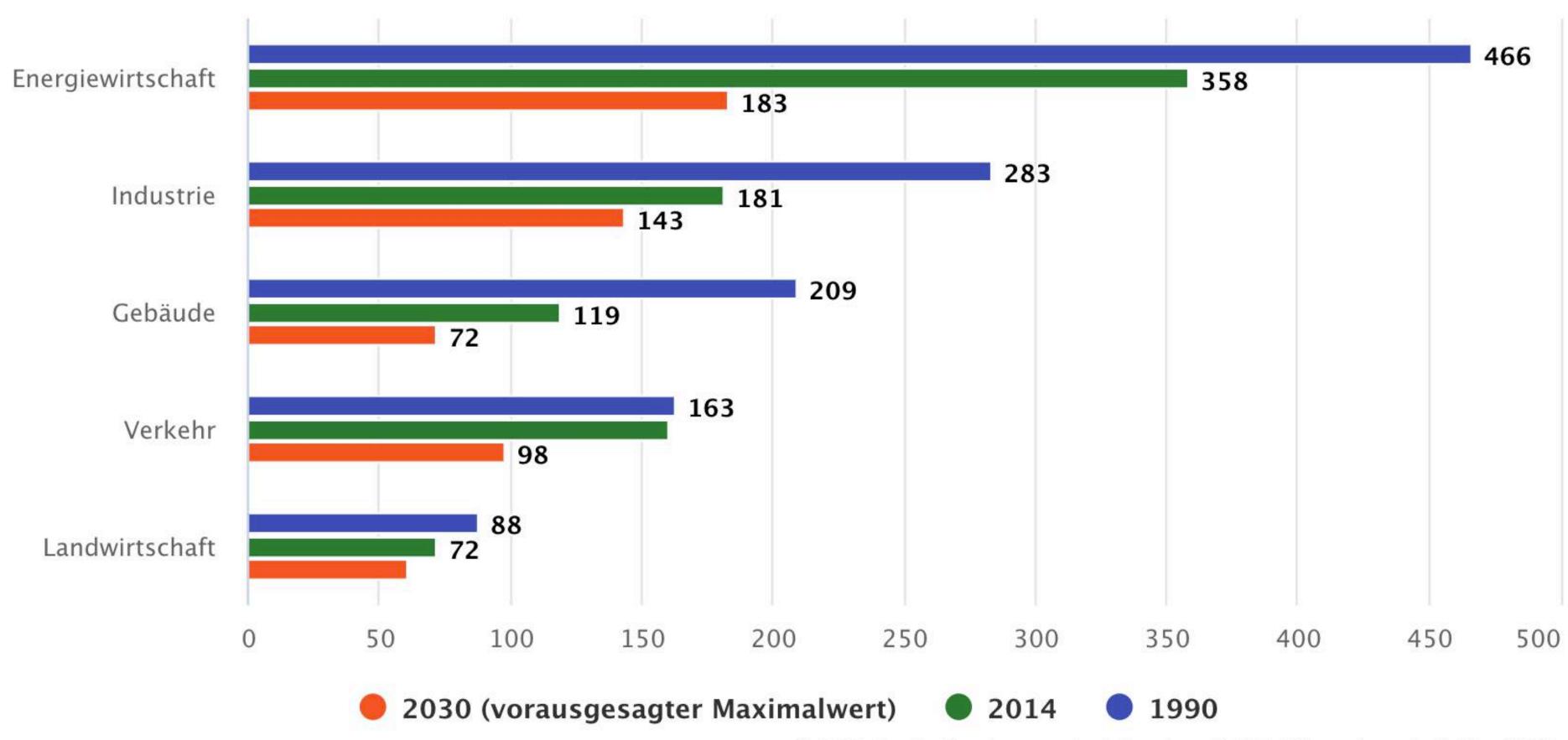




Sector Targets for Climate Protection Until 2050



Dargestellt sind die Sektorziele 2030 aus dem Klimaschutzplan 2050 (in Millionen Tonnen CO2-Äquivalenten)

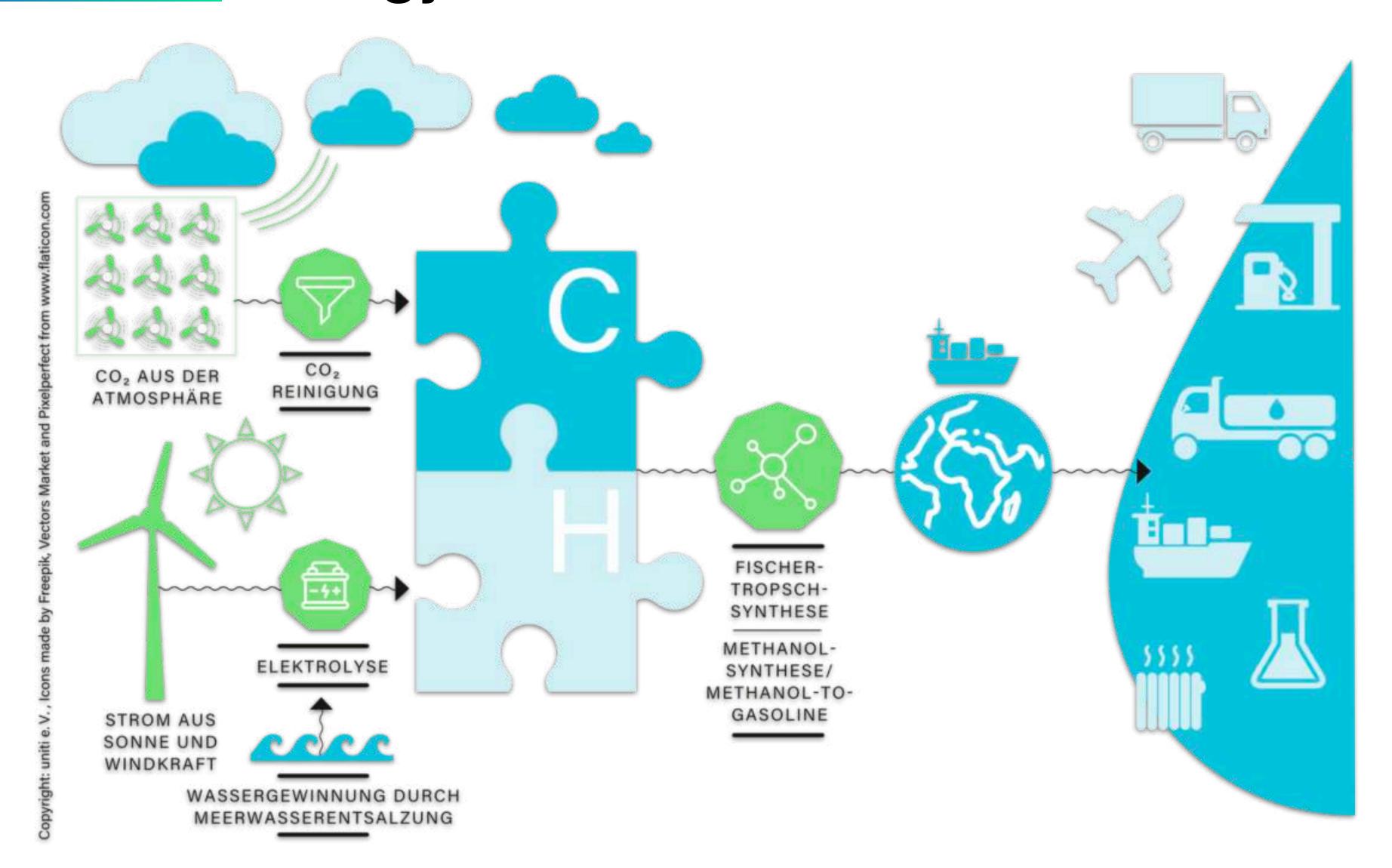


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Energy Transition 2050 CO² Neutral





MARKET SEGMENTS

Our Sectors & Markets



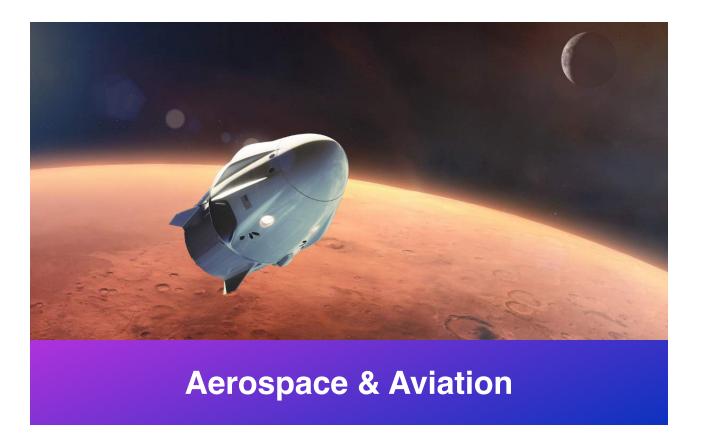








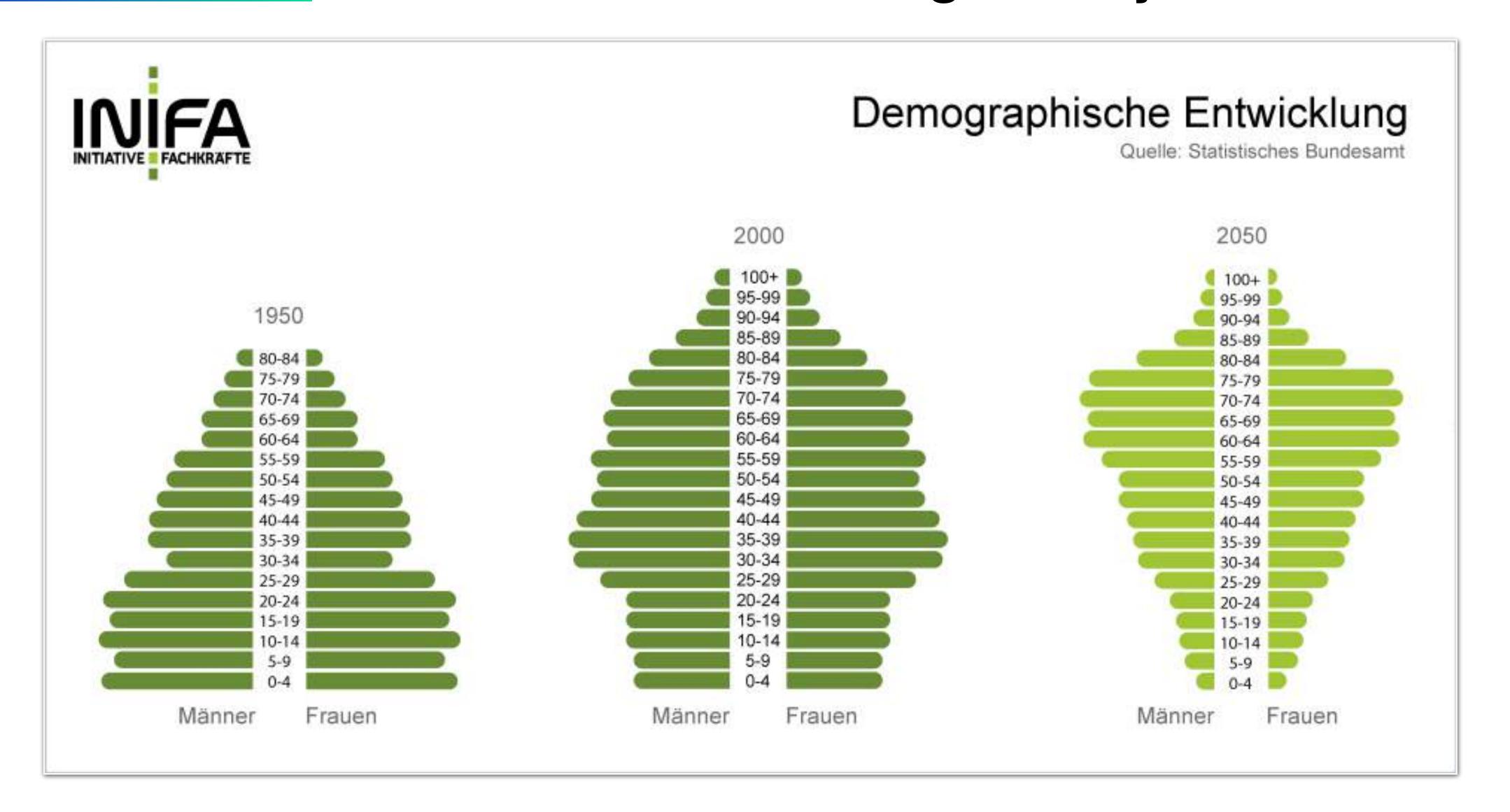




As experts in the energy transition, we provide talent to companies that are responsible for energy production on the one hand and those that are primarily responsible for energy consumption on the other. This also includes companies that have an influence on it.

Talent & Leader Shortage Today Until 2050

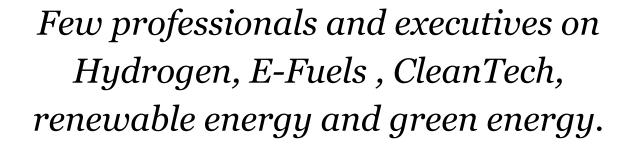




Recruiting in the Energy Transition









#2 Development in the Early Stages

Low renewable energy potential, lack of hydrogen infrastructure, and few network fields.



Due to the early development of the energy transition and the shortage of specialists and managers, the market is currently not lucrative.

SOLUTION

Germany's #1 HR Consulting in Energy Transition





Where Innovation & Talent Connect

We Connect Innovative Companies With Talent in the Field of Energy & Engineering

- Energy Recruitment: we save you the time by taking over the search process for you and only recommending talent (RQL's) that we believe will be a good fit for you.
- Talent Platform: We connect innovative companies with suitable candidates via industry events, community networks and an interactive talent pool.
- Operational Excellence Training: We develop professionals and executives in HR management, innovation management & self-development in engineering, IT and in the energy transition.

#DIGITAL

#STRUCTURED

#INNOVATIVE

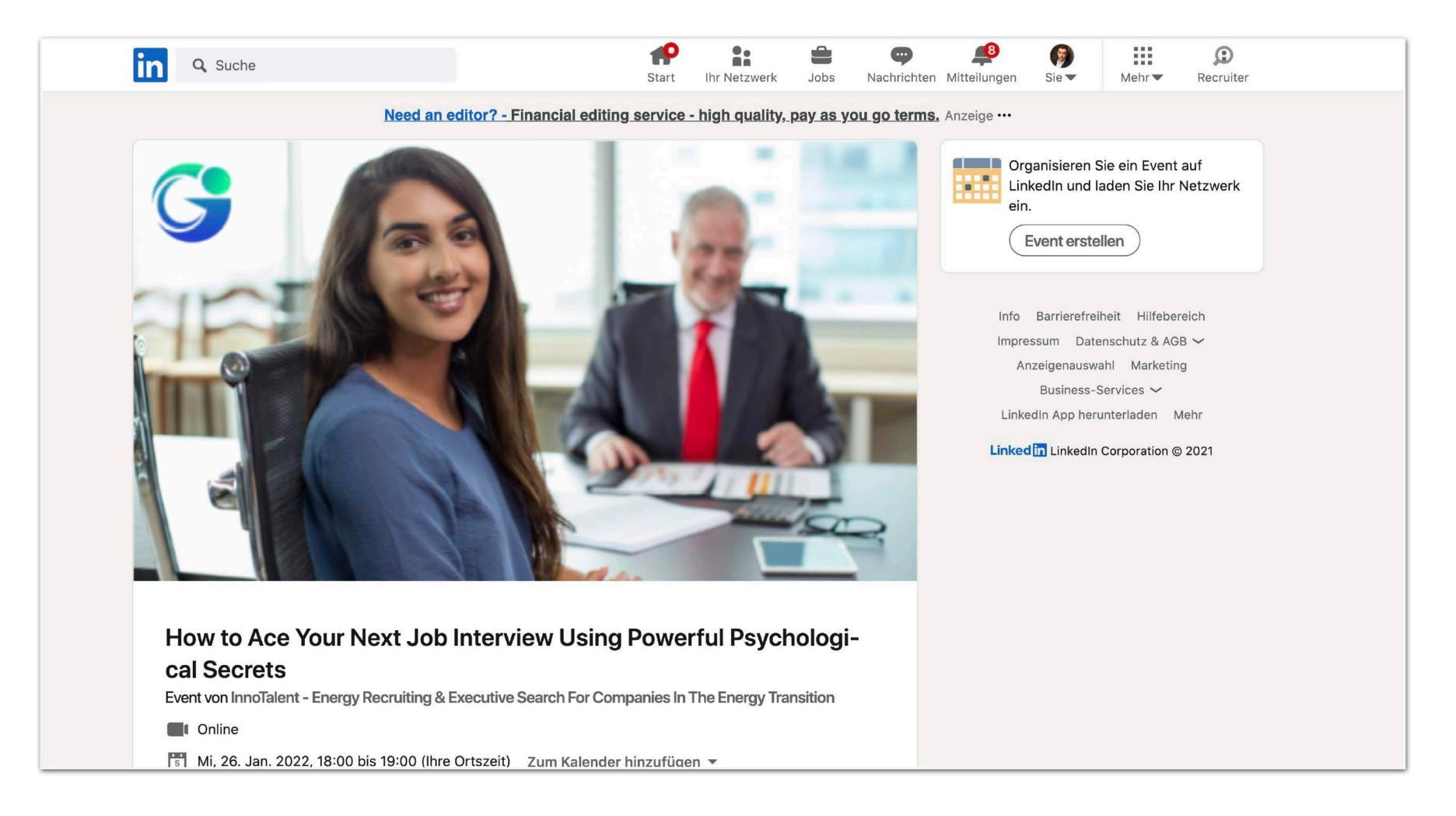
#RESILIENT

#MILLENIAL



Job Interview Secrets (26th Jan 2022, 6 P.M. - 7 P.M.)





Register for Free: https://www.linkedin.com/events/6873342288542633984/



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AGENDA

Personal Career Success Roadmap



STEP 1:

Personal Clarity STEP 2:

Job Search & Branding

STEP 3:

Application & Communication

STEP 4:

Interview & Negotiation

STEP 5:

Contract & Closing

STEP 6:

Probation Period **STEP 7:**

Long-Term Employment STEP 8:

Freelancing & Self-Employed

STEP 9:

Start-Up & Entrepreneur **STEP 10:**

Investment & Business Exit

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Excited?

Let's Do It!

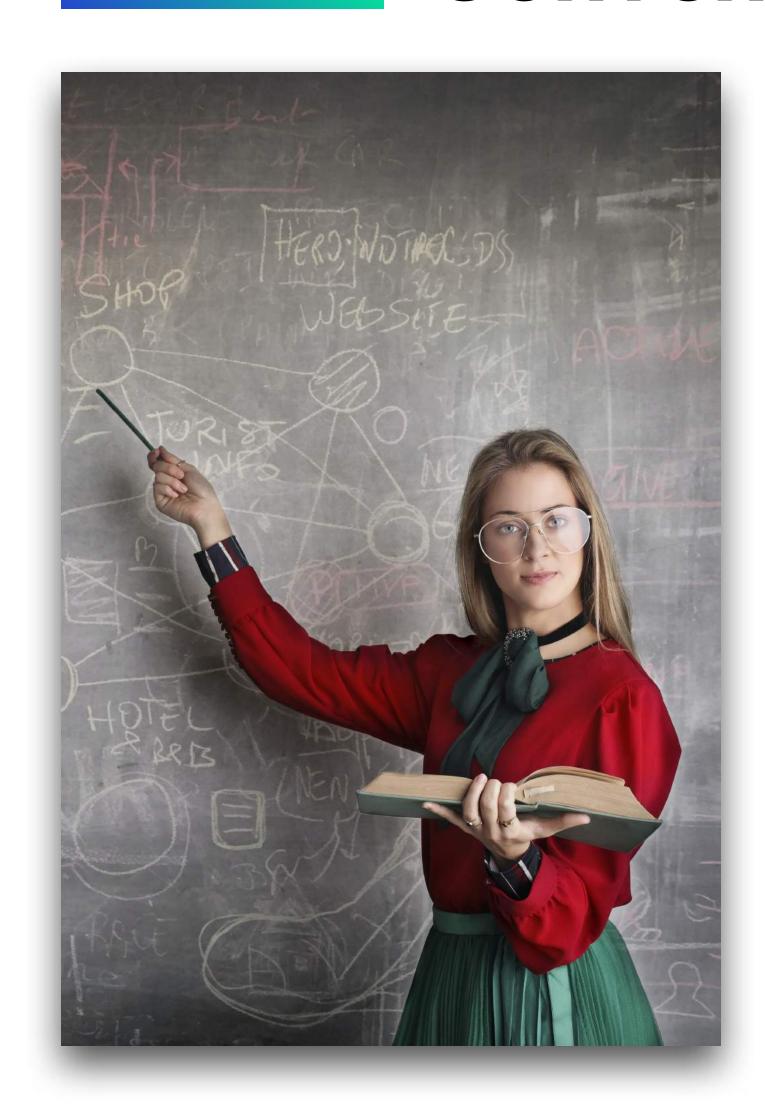


What Is Your Dream Job?



DREAM JOB Conventional Wisdom





- X Just Follow Your **Passion**
- X Do What You Was Doing Between 6-12 Years
- X Just Follow the Best Paying Jobs
- X Listen to What Your Parents Told You
- X Do What Your Parents Did
- X Do What Everybody Else Does
- X Find a Job That Is Now on a High Demand



Simple 7 Step Dream Job Formula



Step 1: Make a List of the Industries You Absolutely Want To Avoid

Step 2: Make a List of Trending Industries in Your Areas of Interest

Step 3: Choose 1-2 Departments in Which You Want To Work in

Step 4: Find Jobs That Fit Your Personality With MBTI Personality Test

Step 5: Search for Job Ads That Describe Your Future Dream Job

Step 6: Find a Entry Job That Can Lead You to Your Dream Job

Step 7: Gather Skills & Experience Then Choose To Pivot or Persevere



Practical Tools & References



- Market Trends From LinkedIn During Corona: https://business.linkedin.com/de-de/talent-solutions/resources/talent-acquisition/jobs-on-the-rise-cont-fact
- Market Trends From Munich Re: https://www.munichre.com/en/company/innovation/playing-fields.html
- Free MBTI Personality Test: https://www.16personalities.com/
- Careers That Fit Your Personality: https://www.truity.com/page/16-personality-types-myers-briggs (Choose Your MBTI Type —> Go on Careers —> Seek the Job Titles Fitting Your Personality)



Where Can You Find Job Opportunities?

FIND JOBS

Typical Platforms You've Heard of





- Indeed
- Stepstone
- LinkedIn Jobs
- Xing Jobs
- Google Jobs
- Facebook Jobs
- Monster Jobs



Secret Paths To Find More Jobs





- Job Board Directories
- Using the Google Search Bar
- Registering for Career Groups
- Registering for Career Events
- Lookalike Company Search
- Reaching out Headhunters
- Career Status on Social Media



Best-Practises & References



- Job Board Directory: https://crosswater-job-guide.com/jobboards_best_de/jobboersen_search.php
- Google Search Bar: "JOBTITLE" Jobs
- Career Events & Groups: Xing, LinkedIn, Facebook
- Lookalike Companies: Search similar companies via LinkedIn
- Headhunter Approach: Improve LinkedIn Profile then reach out

"Dear XYZ, I can see your company is looking for XYZ and I have a couple of questions. Do you know who is responsible for this position? I look forward to connect. Best regards, XYZ"



- Your CV-

Why Do We Need It?





One Single Goal:

"Get a Job Interview"

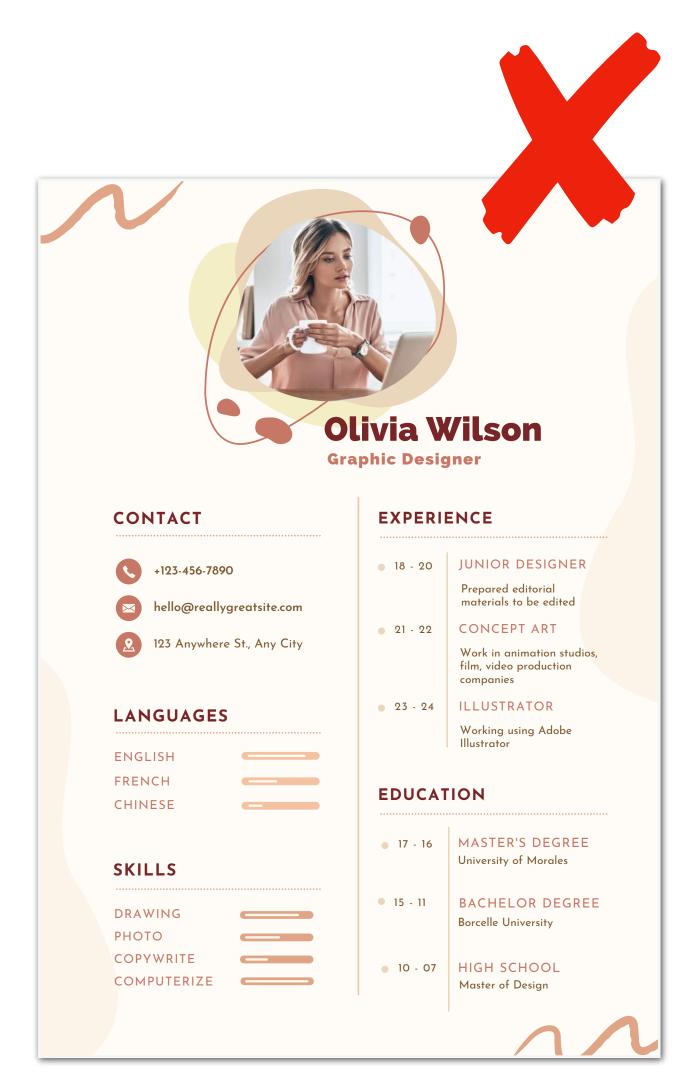


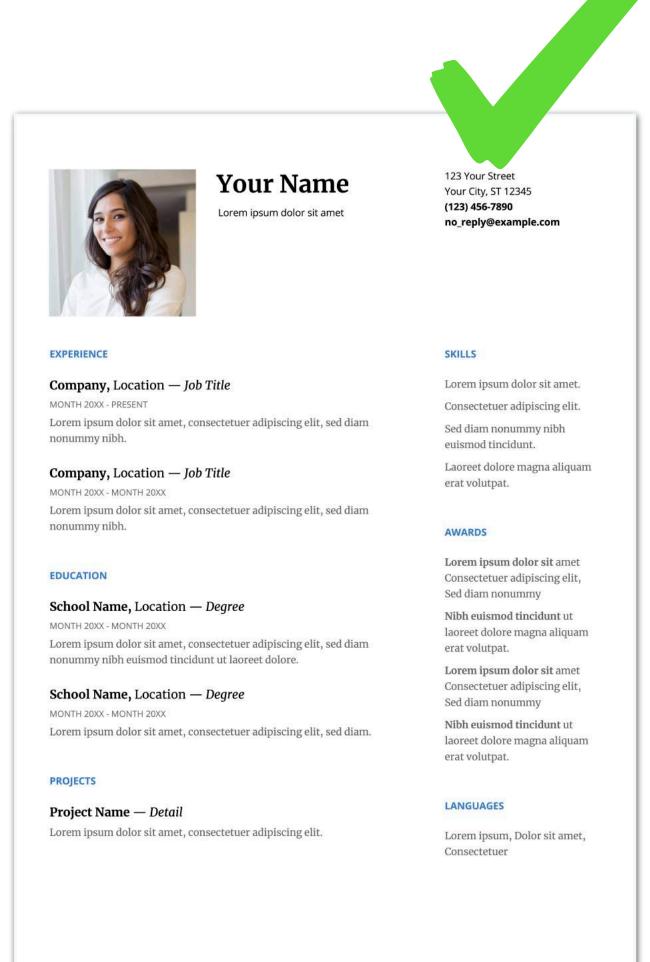
7 Secrets of a CV To Get More Job Interviews

RESUME

#1 Avoid Too Much Fancy Formatting







Recommendations:

- You can use Bold, Italics, Underline, Colours and Bullets
- Use readable fonts
 e.g. Arial (10+ pt)
- Avoid creative graphics or designs and instead just keep it Clean & Simple



#2 Keep It at Maximum 3 Pages





- Recruiters have little time
- Entry level: 1 page
- Experienced level: 2-3 pages

Recommendation: Reduce or add professional experience to hit the right amount of pages

RESUME

#3 Apply for Only 1 Job per Company





- ATS (Applicant tracking system) checks if you applied more than once for a job position
- Recruiter is confused

Recommendation: Document your job search journey via Excel or a folder system to avoid applying for more than 1 jobs at the company

RESUME

#4 Include the Right Keywords





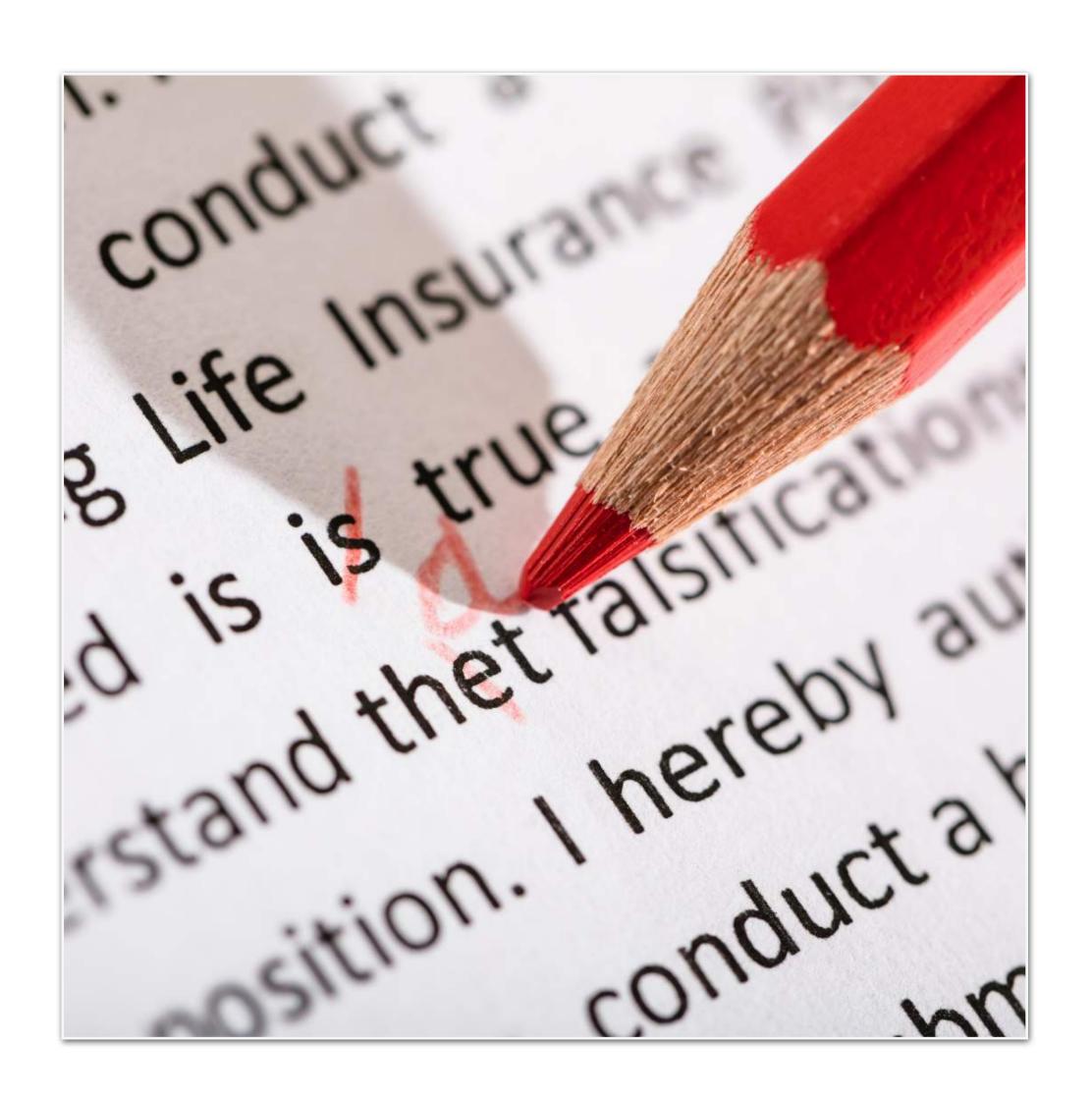
- Jobtitle(s) e.g. Software Engineer
- Industry e.g. IT
- Technical Skills e.g. Python
- Soft Skills e.g. Leadership
- Certifications e.g. AGILE

Recommendation: Use Keywords from Job Advertisements and more is better



#5 Pay Attention to Spelling





- The right spelling is not for Recruiters, but it is for the ATS software
- Make sure your keywords are spelled correctly

Recommendation: A spell check is worthwhile - online tools such as Grammarly (English) or Duden (German) can help here



#6 Choose the Right File Type





- To pass a ATS use a .docx file
- If a posting says PDF, then use PDF

Recommendation: If you don't have Microsoft Word or another program that can convert your resume to .docx or .pdf, you can use <u>Google Docs to create your resume</u>, then download it in either format for free



#7 Formulate Precisely





- Avoid using fancy titles e.g. "Director of First Impressions" if you are a receptionist
- This might have a sympathy effect, but it doesn't work with ATS
- Even a recruiter probably won't be looking for this title

Recommendation: Take a look at recruiters' job ads and base your resume on them in terms of language

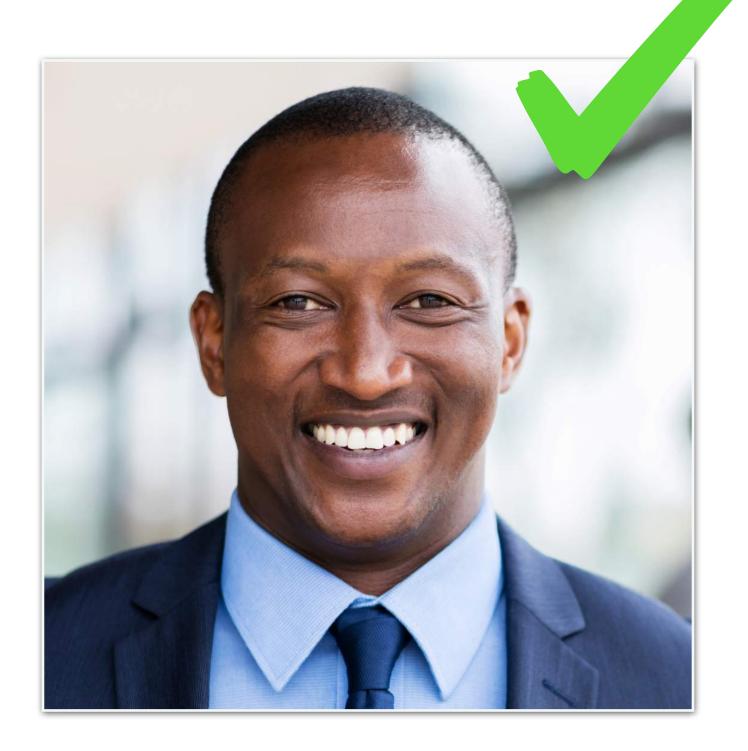


Bonus Secret: Your Profile Picture





NO PICTURE



Negative CV Perception

Neutral CV Perception

Positive CV Perception

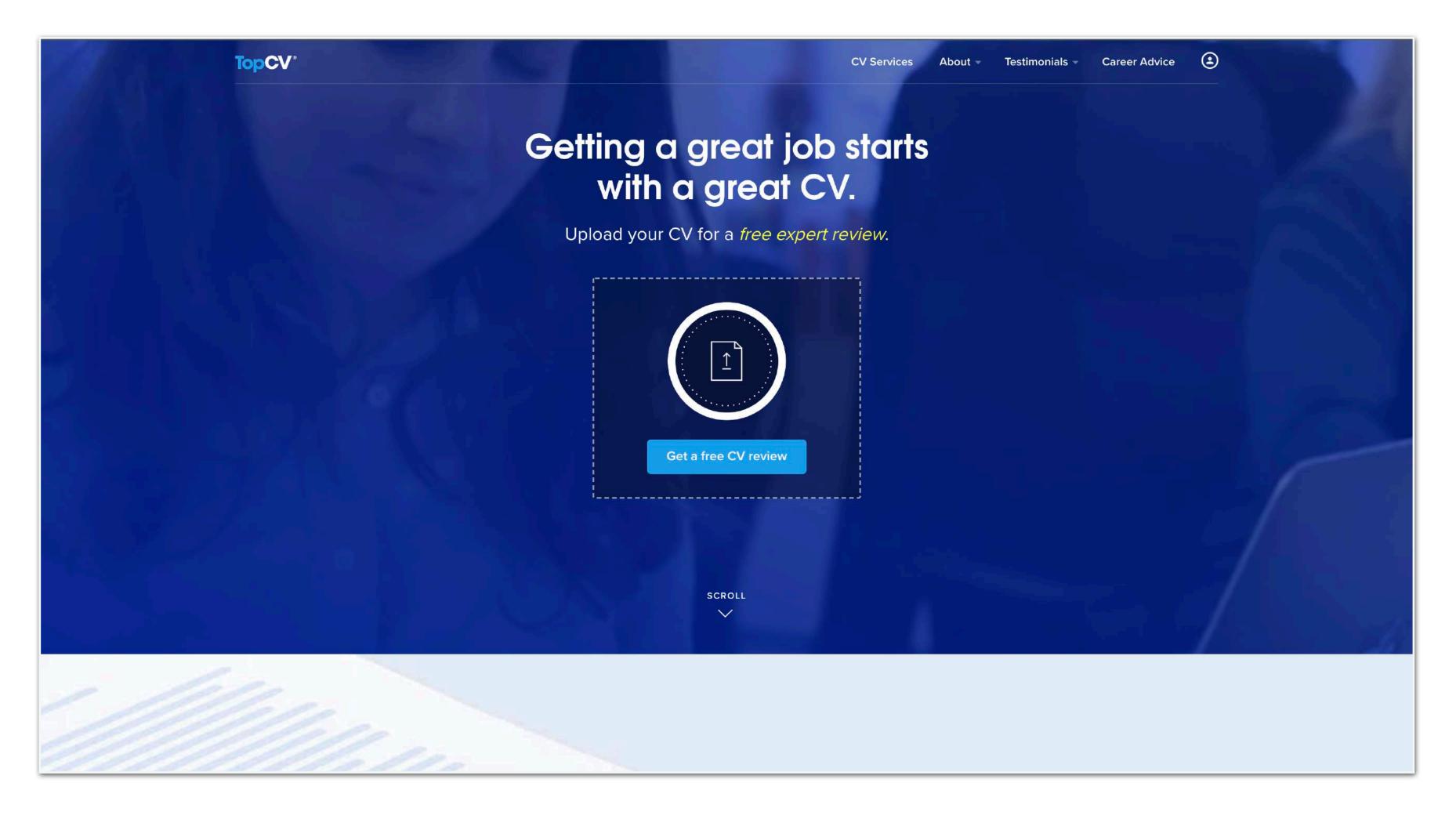


Is Your CV Optimised for ATS?



Get a Free CV Review





https://www.topcv.com/



Practical Tools & References



- Beat the Robots: How To Get Your Resume Past the System and Into Human Hands: https://www.themuse.com/advice/beat-the-robots-how-to-get-your-resume-past-the-system-into-human-hands
- Lebenslauf für ATS Optimieren: 5 Geniale Tipps: https://www.topcv.de/ karriereberatung/lebenslauf-fr-ats-optimieren-5-geniale-tipps
- Tool for Creating ATS Optimized CV's: https://lebenslauf.com/
- Free CV Template From the Muse: https://docs.google.com/document/d/1ARVyybC5qQEiCzUOLElwAdPpKOK0Qf88srr682eHdCQ/edit
- More Infos: https://www.themuse.com/advice/top-google-docs-resume-templates-how-to-use-them

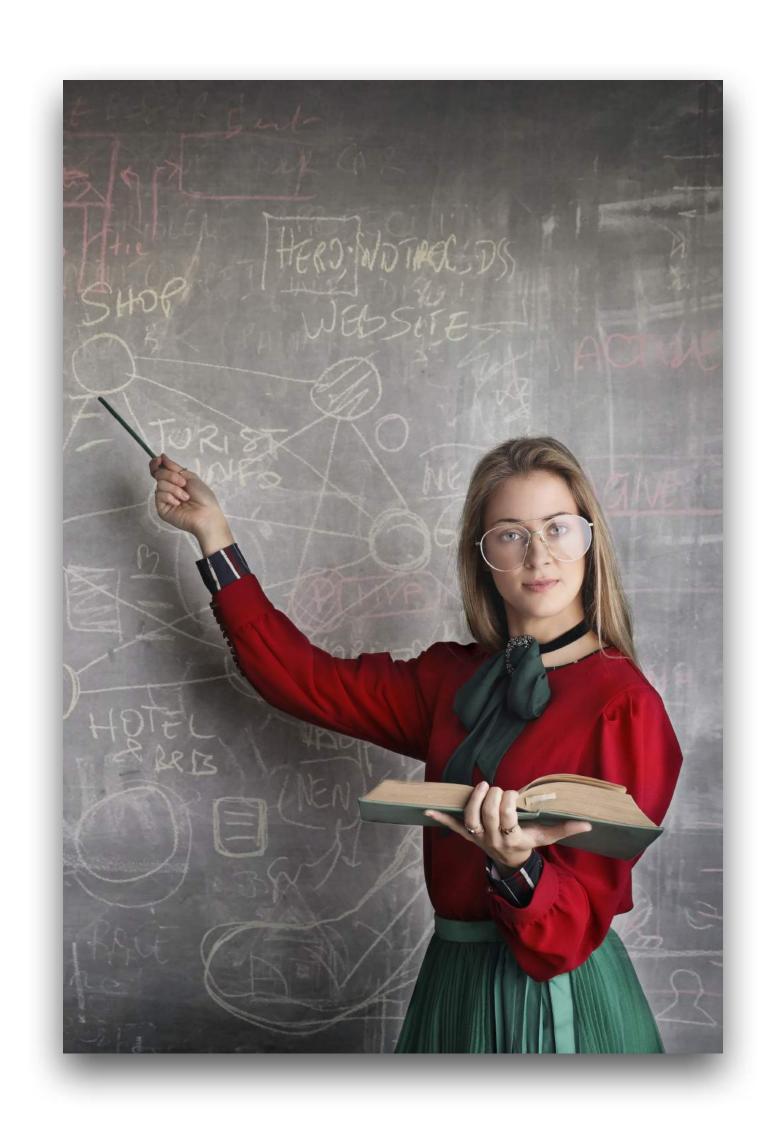


How Can You Use Social Media to Your Advantage?



Conventional Wisdom





- X Show That You Are **Actively Looking** for a Job
- X Ask Your Friends if They Have a Job Offer
- X Tell You Are Looking for a New Challenge
- X Ask Recruiters if They Have a Job
- X Ask Business Owners if They Have a Job
- X Ask **Headhunters** if They Have a Job
- X Ask Managers if They Have a Job



Social Media Profile Accelerator



Level 1: Optimise Your Social Media Profile Tailored to the Job Title

Level 2: Update Status "Not Actively Looking, but Interested for Jobs"

Level 3: Join Industry and Career Groups

Level 4: Network With Multipliers E.G. Organizers, Recruiters, Recruiters

Level 5: Register for Career Online Events E.G. InnoTalent Career Events

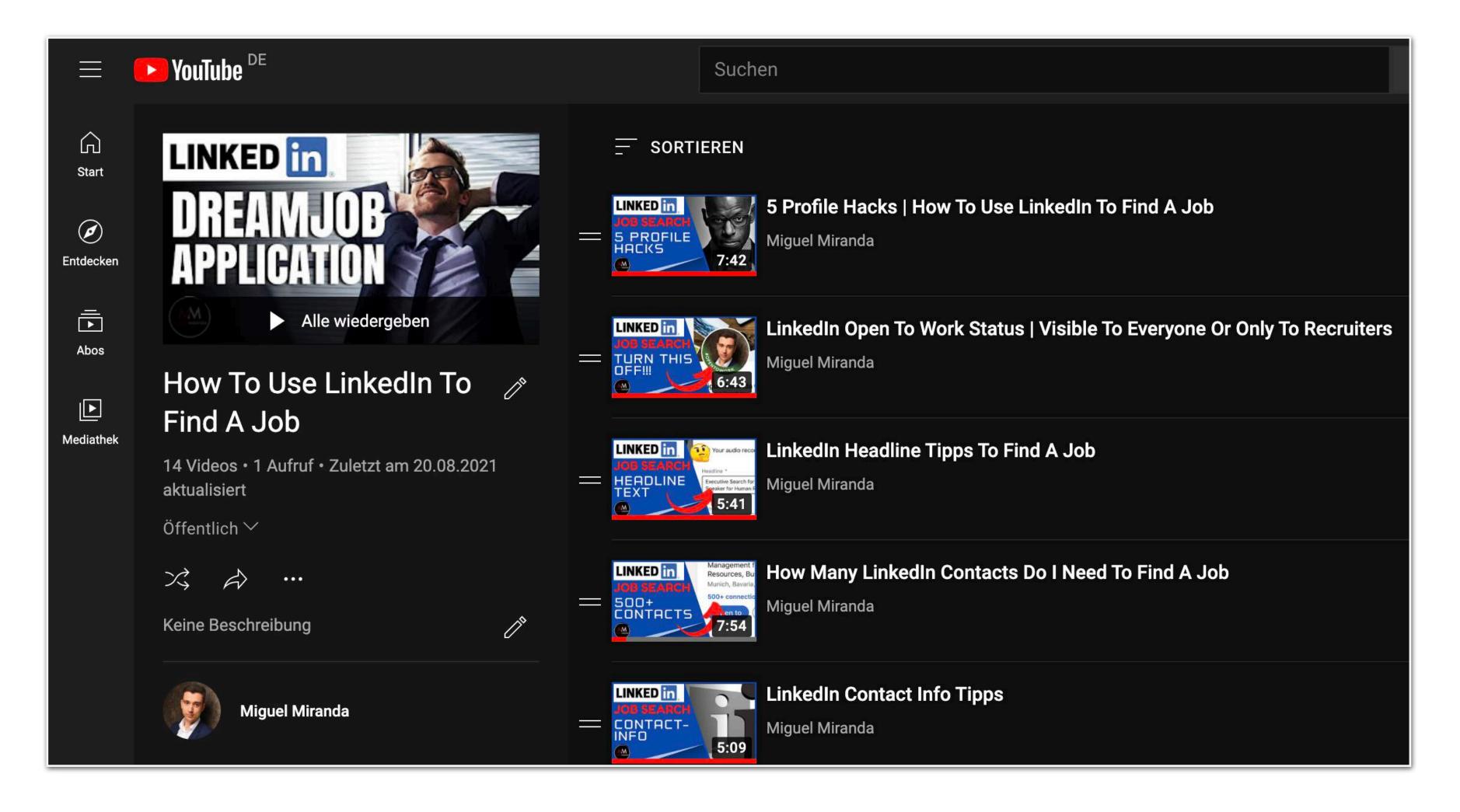
Level 6: Connect With Former Contacts, Peers & Colleagues

Level 7: Connect With New Contacts From Your Industry



LinkedIn Best Practise Video Series





All Episodes: https://youtube.com/playlist?list=PLetJDz4mF1mtk9avE_0yNeZurs7eG7ElW

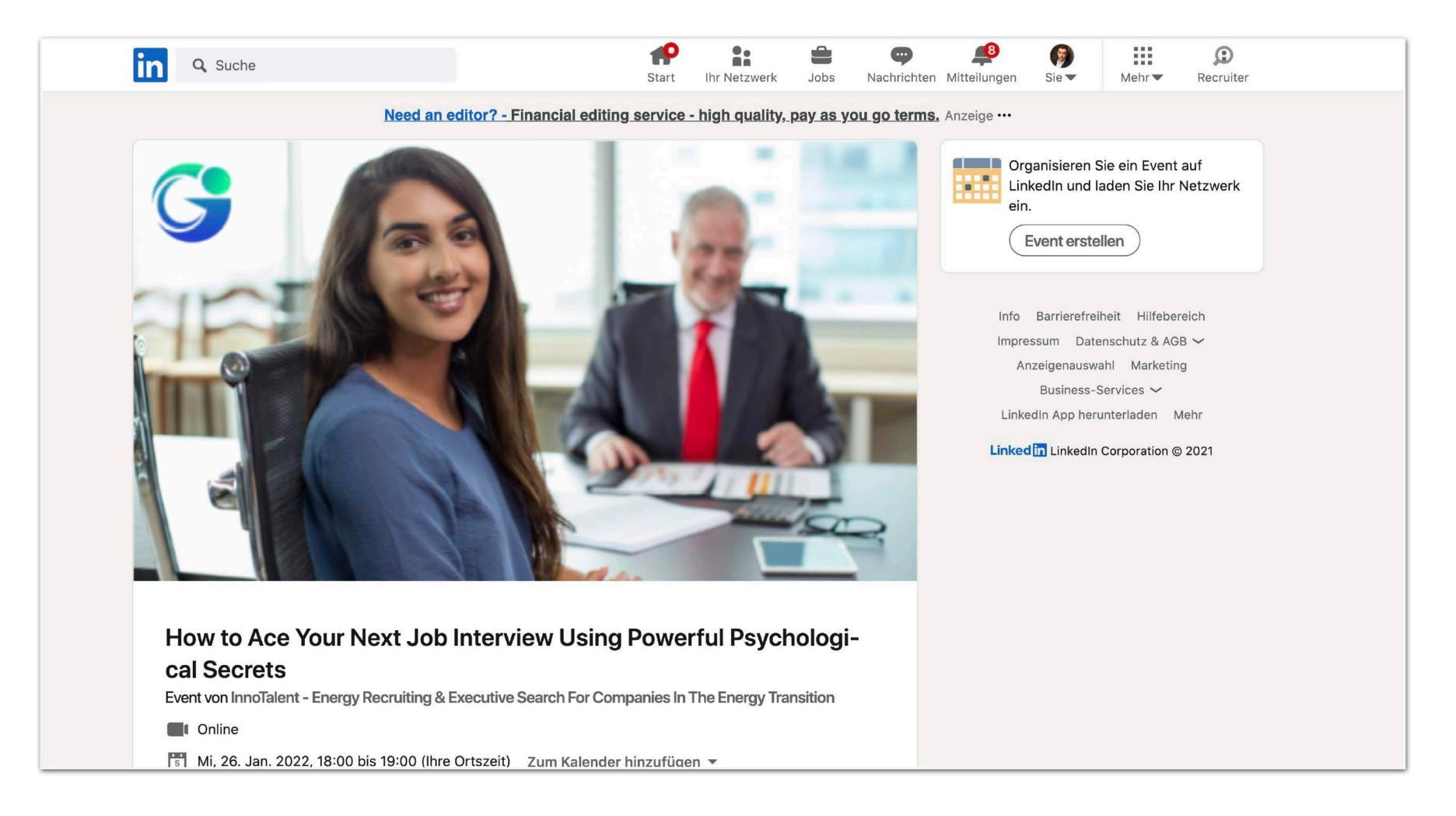


What's Next?



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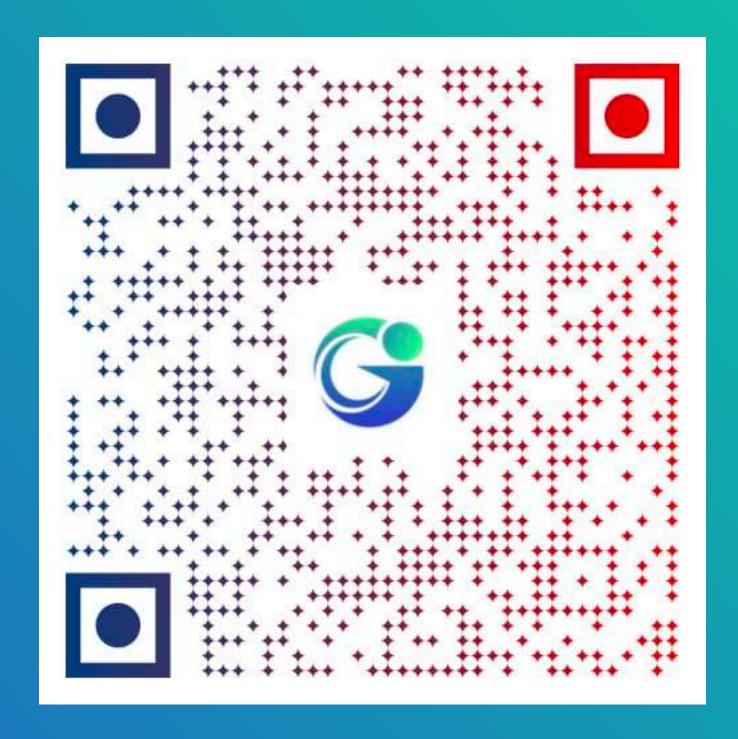




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Q&A



Career Handout Survey: https://innotalent-germany.com/feedback-cv-event-q4-2021

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