**PLEASE TAKE A MOMENT TO READ THESE INSTRUCTIONS:**

**Completion of this informational worksheet is a required part of our process and is the first step.   
Your project will be scheduled once you have submitted your completed worksheet.**

This worksheet includes questions developed to help us gather the information we need to create your personalized and distinctive résumé. Please read these instructions and call or email us if you have any questions. **We can’t continue with your project until we receive your completed worksheet, please return it as soon as possible.** This worksheet will take approximately 3-6 hours to complete. We’ve heard the best approach is to prepare a pot of coffee and allocate a few hours on a Saturday and Sunday morning over one weekend to get it done.

**TIPS**

* Don’t get caught up trying to write answers in perfect language, just get as much info down as possible.
* Work in a free-flowing style, if you get stuck on a question, move onto the next and come back to it later.
* If you are having trouble answering questions, it can be helpful to gather any career-related documents you have handy to use as memory aids:
  + old résumés, CVs, or bios
  + performance evaluations
  + college transcripts
  + reference letters
  + awards
  + financial data around positions you have held, etc.
* If you are having trouble answering any questions - particularly questions about your brand, your value proposition, or your focus -  it can be helpful to work with a coach. You can schedule a session with one of our coaches [here](https://services.distinctiveweb.com/product/job-searching-coaching/). Or, make a note on the worksheet indicating that you wish to discuss the question in more depth with the writer.
* If you find it easier to speak the answers to the questions, open the worksheet in Google Docs. Then use the Google Docs tool called “voice typing”. You can find this tool by clicking on the tools menu at the top of your screen and then selecting voice typing. You may be asked permission to use your built-in microphone before the tool will function. This is a great way to quickly get your thoughts onto paper and only requires minimal editing.

**BEST PRACTICES**

* Handwriting is often difficult to read, please type your answers.
* If a question does not apply to you/your experience, mark N/A (not applicable) and move onto the next.
* Please “whitelist” our domain (distinctivecareerservices.com) so that we can be sure our emails reach you without issue.

**NEXT STEPS**

* **When you have finished the worksheet, please email it to** [**services@distinctivecareerservices.com**](mailto:services@distinctivecareerservices.com)
* As soon as we receive your completed worksheet, we will assign a writer whose expertise and style best matches yours. **If you haven’t heard from us within two *business* days of sending your completed worksheet, please give us a quick call to ensure it has not been lost in cyberspace.**

Your writer will contact you via email to introduce herself (or himself) and to arrange a time to meet with you via phone or Zoom.

**For general questions about the worksheet or writing process please reach out to:**

[**services@distinctivecareerservices.com**](mailto:services@distinctivecareerservices.com) or 800-644-9694 (leave a message and we’ll return your call)

Thanks so much for entrusting us with this important project! We look forward to working with you.

CAREER INSIGHTS WORKSHEET

INSTRUCTIONS: Completing this Career Insights Worksheet is the first step to every new writing project with us. **We can’t continue with your project until we receive your thoroughly completed worksheet, so** **please return it as soon as possible.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DATA** | | | | | | | | |
| **Name (as you want it to appear on résumé):** | | | |  | | | | |
| **Primary Phone (this is the # we will include on your résumé):** | | | | |  | | | |
| **Other Phone: (we won’t include this unless you ask us to):** | | | | | | | | |
| **E-Mail:** | | | | | | | | |
| Note: Your email address should be a personal address, not one related to your present employer. **Also, if you still have an @aol, @hotmail, or similar address these are a red flag that you are an “older” professional. Please consider changing your address to something newer, such as @gmail, and provide the new address to us above, for your résumé.** | | | | | | | | |
| **Address:** | |  | | | | | | |
| **City:** |  | | | | **State:** |  | **Zip:** |  |
| **PRIVACY** | | | | | | | | |
| **Any special instructions regarding confidentiality when we need to reach you?** | | | | |  | | | |
| **If you are currently employed and job searching, does your employer know? Please explain any confidentiality concerns:** | | | | |  | | | |
| **What is the best way to reach you if we have questions or need clarification?** | | | | |  | | | |
| **ONLINE IDENTITY** | | | | | | | | |
| Note: You should not include URLs or social media links unless you maintain a professional image on them. For example, only include a blog that focuses on professional issues (such as your industry or profession), not a blog that you maintain for a hobby or for political or religious purposes. Likewise, a Twitter account which you use solely for social purposes would not be appropriate.  **If you do NOT have a LinkedIn account, you really do NEED one for your job search,** so please create one now at [www.linkedin.com](http://www.linkedin.com). Though this is optional, we highly recommend it. After your account is created, your Public Profile URL should be customized to include your name (e.g., [www.linkedin.com/in/michelledumas](http://www.linkedin.com/in/michelledumas)). If you do not know how to do this, this quick video will help: <https://vimeo.com/436774583> | | | | | | | | |
| **LinkedIn Profile URL:** | | |  | | | | | |
| **Blog URL:** | | |  | | | | | |
| **Your Twitter handle:** | | |  | | | | | |
| **Other URLs and/or social media links:** | | |  | |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CAREER OBJECTIVE & BRANDING** | | | | | |
| **If you have trouble with this section, the additional exercises in our** [**Job Seeker’s Guide to Personal Branding**](https://www.distinctiveweb.com/wp-content/uploads/2019/04/JobSeekersGuideToPersonalBranding.pdf) **and our** [**Define Your Job Target**](https://www.distinctiveweb.com/wp-content/uploads/2020/04/Define-Your-Job-Target.pdf) **worksheet may be of help to you.**  **We’ll want to focus your résumé as precisely as possible. Please let us know the type of position you are hoping to achieve. Include information on the level of the position, the industry and the company size.** | | | | | |
| **How does the position you seek differ from your current or most recent position?** | | | | | |
| **What are three job/position titles that describe the type of new job or other type of position that you hope to achieve? (If possible, attach or forward at least 3-6 representative job announcements. This will help us focus your résumé)** | | | | | |
| **1.** | **2.** | | | | **3.** |
| **What salary range do you hope to achieve?** | | | |  | |
| **Is the above more, less, or the same as your current salary?** | | | |  | |
| **Are you willing to relocate? If so, where?** | |  | | | |
| **Are you willing to travel? How much?** | |  | | | |
| **In relation to your career goals, I want you to think about the ways you are the SAME as your competition in the job market and the ways in which you are DIFFERENT. Please note these in the following chart:** | | | | | |
| **SAME** (What are the qualifications, traits, skills, education, and experiences you offer that are EXPECTED in your industry/profession and that are the SAME as the majority of your peers and competition in the job market?) | | | **DIFFERENT** (What are the qualifications, traits, skills, education, and experiences you offer that are EXTRAORDINARY and that make you DIFFERENT—in a good way—than your peers and competition in the job market?) | | |
| **What are your true areas of “expertise?” Asked another way, what are you “known” for?** | | | | | |
| **What are the specific areas in which you feel you can make a substantial contribution to your next employer? (e.g., productivity improvement, growing revenue, finding ways to cut costs, etc.):** | | | | | |
| **What qualifications do you offer that you think it will be MOST important for us to emphasize?** | | | | | |
| **Are there any areas of concern? Are you lacking any qualifications for your current career goals? Are there any situations or problems that we should de-emphasize?** | | | | | |
| **When it comes to the look and feel of your branded document(s) there are certain formats that work best for specific career goals. Your writer is the expert in knowing what formats will work best for your specific career goal and will discuss this with you during your consultation (after you’ve submitted your completed worksheet).**  [**Here**](https://airtable.com/shrEltsKkyGLInwDT/tblxtk4SfvSBBuTyS) **you can view some example templates. If any designs stand out to you please let your writer know which ones and what it is you like about them. They will advise you whether or not the designs you like can be used for your documents (if the formatting aligns with your specific career goal). If not, they will explain why. They may still be able to incorporate some of the design elements that resonated with you.** | | | | | |
| **What is/are your favorite color or colors (we may use this to help us select a color scheme for your résumé)?** | | | | | | | |
|  | | | | | |
| **EDUCATION & TRAINING** | | | | | | |
| **We need to know your academic history to include it on your resume, including all of the following points:**   * **Name of school/college** * **Location of school/college** * **Dates attended** * **Name of degree** * **Major/Minor** * **Academic honors (if any)** * **Dissertation/Thesis Title (if applicable)** * **Educational affiliations that could be helpful for networking e.g., Phi Beta Kappa or a Fraternity/Sorority (if any)** | | | | | | |
| **If recent graduate, specific coursework relevant to your objective:** | | | | | | |
| **If recent graduate, extracurricular activities:** | | | | | | |
| **Certifications/Licensures:** | | | | | | |
| **Additional Training / Workshops (Course title, Place, Year):** | | | | | | |

|  |
| --- |
| **PROFESSIONAL EXPERIENCE & EMPLOYMENT HISTORY** |
| **IMPORTANT - PLEASE READ**  **On the following pages, when asked for a listing of accomplishments and/or achievements, please try to use dollar figures, whole numbers, or percentages to describe the results whenever possible.**  **Industry and profession specific questions can be found in the Client Portal:** [**https://services.distinctiveweb.com/my-account/**](https://services.distinctiveweb.com/my-account/)  **You may also** [**download a separate list**](https://www.distinctiveweb.com/wp-content/uploads/2020/04/Identifying-Accomplishments.pdf) **of accomplishment questions that may help prompt your memory.** |
| **CURRENT OR MOST RECENT POSITION (#1)** |
| **If you have a CURRENT resume, and wish to do so, please copy and paste the relevant section for this job in the space below.**  **If you DO NOT have a current resume, or your resume does not include these items, please provide us the following information:**   * **Your job title and dates of employment in this job** * **Company name and location (or location you work from)** * **A description of the scope of your responsibilities (e.g., # of direct/indirect reports, budgets, regions, functions, etc.)**   **ADDITIONALLY, PLEASE ANSWER THE FOLLOWING QUESTIONS FOR THIS POSITION:**   * **Why were you hired, recruited, or promoted into this position? Was there a specific problem that had to be dealt with such as a marginal operation, failing sales territory, or chaotic office? Was there a particular goal that you were expected to meet? Did you meet the challenge? Exceed it? How did you do it? How long did it take?** * **What are your 3-5 most important accomplishments on this job? Give facts and figures wherever possible to “show” the impact of what you did.**      * **When you left (or when you leave) this company, how will it be better off from the contributions that you made and from having had you work there? What will be your legacy?**      * **Was there anything about your time with this position/company that might be a problem? Is there something that you feel should be de-emphasized?** |
| **PREVIOUS POSITION (#2)** |
| **If you have an existing resume, and wish to do so, please copy and paste the relevant section for this job in the space below.**  **If you DO NOT have a current resume, or your resume does not include these items, please provide us the following information:**   * **Your job title and dates of employment in this job** * **Company name and location (or location you work from)** * **A description of the scope of your responsibilities (e.g., # of direct/indirect reports, budgets, regions, functions, etc.)**   **ADDITIONALLY, PLEASE ANSWER THE FOLLOWING QUESTIONS FOR THIS POSITION:**   * **Why were you hired, recruited, or promoted into this position? Was there a specific problem that had to be dealt with such as a marginal operation, failing sales territory, or chaotic office? Was there a particular goal that you were expected to meet? Did you meet the challenge? Exceed it? How did you do it? How long did it take?** * **What are your 3-5 most important accomplishments on this job? Give facts and figures wherever possible to “show” the impact of what you did.**      * **When you left (or when you leave) this company, how will it be better off from the contributions that you made and from having had you work there? What will be your legacy?**      * **Was there anything about your time with this position/company that might be a problem? Is there something that you feel should be de-emphasized?** |
| **PREVIOUS POSITION (#3)** |
| **If you have an existing resume, and wish to do so, please copy and paste the relevant section for this job in the space below.**  **If you DO NOT have a current resume, or your resume does not include these items, please provide us the following information:**   * **Your job title and dates of employment in this job** * **Company name and location (or location you work from)** * **A description of the scope of your responsibilities (e.g., # of direct/indirect reports, budgets, regions, functions, etc.)**   **ADDITIONALLY, PLEASE ANSWER THE FOLLOWING QUESTIONS FOR THIS POSITION:**   * **Why were you hired, recruited, or promoted into this position? Was there a specific problem that had to be dealt with such as a marginal operation, failing sales territory, or chaotic office? Was there a particular goal that you were expected to meet? Did you meet the challenge? Exceed it? How did you do it? How long did it take?** * **What are your 3-5 most important accomplishments on this job? Give facts and figures wherever possible to “show” the impact of what you did.**      * **When you left (or when you leave) this company, how will it be better off from the contributions that you made and from having had you work there? What will be your legacy?**      * **Was there anything about your time with this position/company that might be a problem? Is there something that you feel should be de-emphasized?** |
| **PREVIOUS POSITION (#4)** |
| **If you have An existing resume, and wish to do so, please copy and paste the relevant section for this job in the space below.**  **If you DO NOT have a current resume, or your resume does not include these items, please provide us the following information:**   * **Your job title and dates of employment in this job** * **Company name and location (or location you work from)** * **A description of the scope of your responsibilities (e.g., # of direct/indirect reports, budgets, regions, functions, etc.)**   **ADDITIONALLY, PLEASE ANSWER THE FOLLOWING QUESTIONS FOR THIS POSITION:**   * **Why were you hired, recruited, or promoted into this position? Was there a specific problem that had to be dealt with such as a marginal operation, failing sales territory, or chaotic office? Was there a particular goal that you were expected to meet? Did you meet the challenge? Exceed it? How did you do it? How long did it take?** * **What are your 3-5 most important accomplishments on this job? Give facts and figures wherever possible to “show” the impact of what you did.**      * **When you left (or when you leave) this company, how will it be better off from the contributions that you made and from having had you work there? What will be your legacy?**      * **Was there anything about your time with this position/company that might be a problem? Is there something that you feel should be de-emphasized?** |
| **PREVIOUS POSITION (#5)** |
| **If you have an existing resume, and wish to do so, please copy and paste the relevant section for this job in the space below.**  **If you DO NOT have a current resume, or your resume does not include these items, please provide us the following information:**   * **Your job title and dates of employment in this job** * **Company name and location (or location you work from)** * **A description of the scope of your responsibilities (e.g., # of direct/indirect reports, budgets, regions, functions, etc.)**   **ADDITIONALLY, PLEASE ANSWER THE FOLLOWING QUESTIONS FOR THIS POSITION:**   * **Why were you hired, recruited, or promoted into this position? Was there a specific problem that had to be dealt with such as a marginal operation, failing sales territory, or chaotic office? Was there a particular goal that you were expected to meet? Did you meet the challenge? Exceed it? How did you do it? How long did it take?** * **What are your 3-5 most important accomplishments on this job? Give facts and figures wherever possible to “show” the impact of what you did.**      * **When you left (or when you leave) this company, how will it be better off from the contributions that you made and from having had you work there? What will be your legacy?**      * **Was there anything about your time with this position/company that might be a problem? Is there something that you feel should be de-emphasized?** |
| **DO YOU HAVE MORE EXPERIENCE TO TELL US ABOUT?**  **PLEASE ATTACH ANOTHER DOCUMENT WITH THE DETAILS FOR EACH (ANSWERING THE ABOVE QUESTIONS FOR EACH)**  Do you have a long work history (more than 10-15 years)? We may not need full details for every company.  If you aren’t sure, please call (800-644-9694) or email us ([services@distinctivecareerservices.com](mailto:services@distinctivecareerservices.com)) for more guidance. |
| **OTHER EXPERIENCE** |
| **Professional Memberships/Board Memberships (include offices held and if extensive and significantly related to your objective, please detail duties and accomplishments on a separate sheet of paper):** |
| **Community Service / Volunteer Work (if extensive and significantly related to your objective, please detail duties and accomplishments on a separate sheet of paper):** |
| **Military Experience / Dates (if the bulk of your work history is military related, it should be described thoroughly in the employment section rather than here):** |
| **ADDITIONAL INFORMATION** |
| **Publications authored or co-authored by you:** |
| **Presentations or public speaking experience:** |
| **Foreign Languages (indicate fluent or proficient):** |
| **Computer Proficiency (hardware / software):** |
| **Field specific technology / machinery proficiency:** |
| **Additional information that you feel we should know:** |
| **Who has said nice things about you or given you written recommendations? Tell us about it and please provide copies if available:** |
| **YOUR “STORY”** |
| **THIS SECTION OF THE WORKSHEET IS OPTIONAL BUT HELPFUL TO US IN TELLING YOUR “STORY”**  **AND MANY CLIENTS REALLY ENJOY REFELCTING ON THESE QUESTIONS**  This section of the worksheet helps us to get to know you better and helps us to tell your story. While job search marketing documents used to be very impersonal in tone, and some of them still are, in large part because of social media, the veil has been lifted and people expect you to share more than you would have in the past. By telling your story in a very thoughtful way that people can relate to, you help people find their connection with you and you invite them into a relationship with you. This can be extraordinarily powerful not just in your job search, but through your entire career.  **What you need to know as you complete this section:** Every question in this section is optional and there are no right or wrong ways to answer the questions. We do not expect you to answer every question unless you want to. Just answer those that “speak to” you and that you are comfortable answering—please don’t include information that would be uncomfortable for you to talk about at a dinner party, for example. Likewise, we may or may not use everything you include here. We want to tell your story, but we need to do it with discretion and restraint. While some of this information MAY make it into the profile section of your résumé, that isn’t the document we typically use it for. Rather, the information in this section will be most helpful to us in writing your biography, developing social media profiles, and writing letters for you (if and when you hire us for those services). |
| **What is your favorite quote?** |
| **Where were you born and/or where were you raised? How has this had an impact on you?** |
| **Have there been people who have impacted your life in some way? Parents? Your children? A significant other? Relatives? Friends? Teachers? Others? Tell us about it.** |
| **What are some surprising facts about you?** |
| **When you think about your profession and overall career, have there been particular events or circumstances that have contributed to it in some way?** |
| **What difficult or challenging circumstances or problems have you had to overcome to get where you are today?** |
| **Do you feel like you have a calling in life? Explain.** |
| **What do you believe are your true talents and/or natural gifts?** |
| **Have you ever taken the Myers Briggs Assessment? If yes, what is your personality type?** [**http://www.humanmetrics.com/cgi-win/jtypes2.asp**](http://www.humanmetrics.com/cgi-win/jtypes2.asp) |
| **Have you ever taken the Strengthsfinder Assessment? If yes, what are your top 5 strengths?** [**https://www.gallupstrengthscenter.com/home/en-us**](https://www.gallupstrengthscenter.com/home/en-us) |
| **Tell us about your philosophy. How do you think? How do you see the world?** |
| **Do you have some issue or cause that you are passionate about?** |
| **What are your favorite hobbies? Favorite way to vacation? Favorite TV show? Favorite type of music? Favorite whatever?** |
| **What do people know you for (e.g., a personality trait, an unusual habit, or any other little idiosyncrasy)?** |
| **What do people ask your advice on?** |
| **NEXT STEPS**  When you first booked your project with us, we set up a DISC Assessment for you. Please refer to the welcome email we sent you for more details and a link to take the assessment. While not required, the DISC assessment serves the dual purpose of helping us write in your voice and from your perspective, while helping you better articulate your personal brand. The report will also be very helpful to you when you begin interviewing. If you haven’t already taken the assessment, we encourage you to do so now.  Along with this worksheet, feel send us additional documentation that you feel would be helpful to us (e.g., old résumé, performance evaluations, letters of recommendation, college transcripts).  **Return completed worksheet to: services@distinctivecareerservices.com**  We will review your worksheet and your writer will contact you with additional questions or to obtain clarification on your answers. If your worksheet is not complete, we may need to return it to you to ask you to be more thorough.  **If you have not heard from us within 2 business days of sending us your completed worksheet, please call to check on it.**  At any time during the process, feel free to contact us  at (800) 644-9694 with your questions or concerns. |

**Jobseeker's Guide to Working with Your Résumé Writer**

**(10 Simple Things to Help Me Help You)**

When you decide to hire Distinctive Career Services for professional résumé writing or other writing services, you're not only investing your time and money, but you're also entrusting us to articulate your personal brand and shape how you'll position yourself in your job search. We take this responsibility very seriously and provide these ten tips to help ensure a successful, positive collaboration!

1. **Communicate Clearly**

We promise to keep you informed about what we need from you — and, at the same time, we expect you to be responsive to our requests. We use the information you give us to create your résumé, so the better the information we get from you, the better your new résumé will be! These are the reasons why completing your Career Intake Worksheet is essential, as is your open communication with us when we talk by phone.

Also, please be honest with us in all the details of your career that you share with us. We will not knowingly put false information on your résumé, and you shouldn't either.   
  
Related to this, please recognize that we are experts in the art of résumé writing while you are the expert on your profession and career. It wouldn't be uncommon for us to write a résumé for a biotechnology engineer this week, the CEO of a telecom company next week, and a Wall Street investment banker the following week. We know a lot, but we can't know *everything* about *every* industry! So, don't be surprised if we ask probing questions about the nuances of your career. We want to make sure we have all the information to write the most powerful document possible, and the best source for that information is you.

Finally, it isn't uncommon that you might want a few changes or corrections to the draft of your résumé before we finalize your project. If this is the case, please take your time reviewing the draft and submit all requests as a "set" rather than one at a time. Doing this allows us to work more efficiently and consider all your revision requests holistically, as sometimes, even a seemingly minor change can impact the whole. Also, please do your best to be specific when explaining what you want to be revised. In other words, rather than just telling us, *"I don't like the way this sentence is worded,"* it is helpful if you can explain what you don't like about it and what you might like as an alternative. The revision process is a collaboration, and clear communication helps us create a final draft that you love.

1. **Be Clear on Your Career Goal**

When you communicate a specific job target it will help us write a more effective résumé to showcase your skills, experience, and accomplishments. If you ask us to write a "general résumé," it will not be as successful as a résumé created for a specific job target. If you are struggling with this, we have two free guides that may help. The first is our [Define Your Job Target](https://www.distinctiveweb.com/wp-content/uploads/2020/04/Define-Your-Job-Target.pdf) worksheet, and the second is our [Job Seeker's Guide to Personal Branding](https://www.distinctiveweb.com/wp-content/uploads/2019/04/JobSeekersGuideToPersonalBranding.pdf).

Related to this: If we write you a résumé for a sales position, don't use that résumé to apply for a different type of job. (Or at least discuss it with us before you do, as we may need to refocus it.)

1. **Meet Your Deadlines**

If we give you action items to work on — with a timeframe to return it to us — please, try your hardest to meet that deadline so that we can schedule our time efficiently and meet our deadlines too.

And let's close out your project on a timely basis. Our project terms indicate that we will work with you on up to three sets of revisions within 15 business days. We know how busy you are, but please do your best to respect that timeline. The more time that has passed, the more your writer's memory will fade regarding the specifics of the strategies and content choices made in your résumé. It helps us help you when your project momentum continues without delay. Besides, the sooner we finalize your project, the sooner you can start using your new documents!

1. **Invest in Yourself**

Your new résumé is just one tool in your job search toolbox. Consider the recommendation carefully if we recommend additional services to complement your résumé. We will not recommend services unless we fully believe they will benefit you. Your income is your number one asset, and as the saying goes, "sometimes you need to spend money to make money." Spending 2-3% of your annual income on improving your career prospects is almost always a wise investment.

1. **Trust Me; I'm Your Résumé Writer**

Please don't solicit opinions about your résumé from your friends or family members. You hired us for our expertise. Your friends and family can only offer individual opinions, not expert advice relevant to the broader job market and current trends and expectations.

Of course, if you have any questions, don't be afraid to ask us. And if there is something *you* aren't entirely comfortable with, we'll listen to your concerns and work with you until you are comfortable. But almost always, bringing third parties into the project only confuses things, muddies expectations, and becomes a frustration for all parties.  
  
Related to this: Don't believe everything you read on the Internet. For example, for every article that advises your résumé should be one page, more say it should be two pages. (For the record, there is no hard-and-fast rule about résumé length: It should be as long as it needs to be, and no longer.)

One final point on this topic: Our goal is to make sure you love your résumé and feel confident using it in the job market. But overarching this goal is our desire to provide you with a résumé that we know from our experience will produce results. If you ask us for changes during the revision process that we believe could negatively impact results, we will advise you of this. Ultimately, it is your résumé, but we hope you will consider our advice.

1. **Remember, Your Résumé is a Marketing Document, Not an Obituary**

We're not going to include every detail about your life and work history on your résumé, especially if you have certain jobs that aren't relevant to your career target. These details are important to who you are, but they are not necessarily important in *this* résumé for *this* job target. We will be selective in what information we include because your résumé tells a story about who you are and what you can do in relation to your current goals.

1. **Don't "Lend" Your Résumé to Anyone Else**

Your new résumé is a customized document developed just for you. Allowing someone else to use your résumé (format, design, or wording) may even dilute its effectiveness for you — especially if you "lend it" to a co-worker or colleague. If someone admires your résumé, send them our way and we will create an equally awesome document customized for their job search!

1. **If You're Not Getting Results, Let's Talk**

We might need to make some changes to make your résumé more effective. But please remember that a résumé is a tool, and like all tools, it needs to be used appropriately to be effective. Along those lines, we might be able to share some strategies to help you increase the number of interviews and job offers you receive. Tell us if you're unhappy — but please also tell your friends and family if you loved working with us. We value your testimonials, LinkedIn Recommendations, and referrals. Many of our new clients are referred to us by happy, satisfied former clients!

1. **Let Us Know How You're Doing**

Sometimes we don't hear from clients until they need an update to their résumé when it's time to look for a new job. But we want to hear from you when you get a job offer. We'll celebrate together!

**10. Keep Your Résumé Updated**

Speaking of your new job, once you land a new position (and you're sure you're going to stay — usually, after the first 90 days, you know), get back in touch with us to add your new position. Also, [keep an accomplishments journal to track your achievements in your new role](https://www.distinctiveweb.com/accomplishments-journal/), which makes it easier to respond to new opportunities that come up.

We look forward to working with you! In the meantime, as you plan for your job search, you may find some of these resources helpful:

* [Conducting a Modern Job Search: What You Need to Know](https://www.distinctiveweb.com/wp-content/uploads/2020/04/Conducting-a-Modern-Job-Search.pdf)
* [Job Search Techniques & Their Effectiveness](https://www.distinctiveweb.com/wp-content/uploads/2020/04/Search-Techniques-Ordered.pdf)
* [5X Your Response When Applying for Advertised Openings](https://www.distinctiveweb.com/wp-content/uploads/2020/05/5X-Your-Response-When-Applying-for-Advertised-Openings.pdf)
* [Job Seeker’s Guide to Working with Recruiters](https://services.distinctiveweb.com/job-seekers-guide-to-recruiters/)
* [Job Seeker’s Guide to Accessing the Hidden Job Market](https://services.distinctiveweb.com/job-seekers-guide-hidden-job-market/)
* [Job Seeker’s Guide to Networking Your Way to a New Job](https://www.distinctiveweb.com/wp-content/uploads/2010/06/JobSeekersGuideToNetworking.pdf)
* [Job Seeker’s Guide to Connecting with Hiring Managers](https://www.distinctiveweb.com/wp-content/uploads/2020/04/Job-Seekers-Guide-to-Connecting-With-Hiring-Managers.pdf)
* [Job Seeker’s Guide to Preparing for the Interview](https://services.distinctiveweb.com/wp-content/uploads/2020/05/JobseekerGuidetoJobInterviews.pdf)
* [Job Seeker’s Guide to Getting the Job Offer](https://services.distinctiveweb.com/wp-content/uploads/2020/05/Job-Seekers-Guide-to-Getting-the-Offer.pdf)
* [What To Do When Your Job Search Isn’t Working](https://services.distinctiveweb.com/wp-content/uploads/2020/05/What-To-Do.pdf)