The Hired Anyway Course by Annie Margarita Yang

MODULE 2.1 TRANSCRIPT

Welcome to Module Two of the **Hired Anyway Resume Course.**

I just really want to take this time to thank you for coming back.

You're pretty much **20%** of the way done writing your resume, even though you haven't actually physically written it out yet.

So, Module Two is basically about the prep work you do before you actually start writing the content for your resume.

The prep work is basically the research, researching what the employer is looking for in their ideal candidate, and how you can specifically write your resume to be highly targeted toward those job titles in your industry, so that it looks like you are the ideal candidate they have been waiting for all along.

So, let's just jump right into it, because honestly, I think out of all the modules, this is pretty much the easiest one you are going to do. It's just a lot of copying, pasting, and moving stuff around.

It doesn't really require too much thinking. Just look at my screen and follow exactly what I'm doing.

So, as I said, I just got fired a week and a half ago from my Accounting Manager position, and I'm working right now as a part-time CFO.

Now, I don't plan on applying for another job as a CFO, but let's just use myself as the guinea pig right now as an example of how to analyze job listings.

That way, I already have the research ready in case, in the future, I ever do want to work as a CFO and apply for a new position.

Okay, so I'm just going to go on Google.

You're just going to type the job title that you're targeting, followed by "job listing."

The Hired Anyway Course by Annie Margarita Yang

Alright. Okay, so: **Chief Financial Officer Real Estate Job Listing**.

When you do this, Google actually pops open this job section that's normally not there.

Then, you can just open a few of these listings. I'm just trying to find the ones that are actually real estate.

Typically, I'm going to ask you, at least for your first time doing this exercise, to maybe do 10 job listings.

Do 10 so that you have a really good idea of what employers are looking for in your specific industry.

As you go through your next job search, and the one after that, and the one after that, I think you can probably get away with just 5.

But just to start, I want you to go a bit bigger, spread a bit more out, so you actually get a really good understanding of what employers are looking for in their ideal applicant.

Okay, so let me click on the listing.

This is what you're going to do. You're going to take this prompt I have for ChatGPT.

Prompt

"*Analyze this job listing. What qualities and skills does the employer want in their ideal candidate? Explain how I should show in my resume that I'm the right fit, and list in bullet points the most important keywords to include for my resume and LinkedIn profile.*"

Then you're going to paste the listing, and you're just going to keep doing this prompt for each job listing.

So, let's go ahead with the first one.

You're going to literally copy from the top all the way down to the bottom, where it ends.

The Hired Anyway Course by Annie Margarita Yang

Then you're going to take that and paste it into your document.

We're going to close this.

Now, the second listing.

Copy from the top.

It doesn't make sense, though, because the listing up here says "Chief Financial Officer," but then the title says "Senior Director of Finance." But whatever.

Now we're just going to close that.

Open this.

Just keep doing that.

"Lazy Apply." I like the sound of "Lazy."

This doesn't seem right. Chief Financial Officer, but then the salary is only sixty to seventy thousand. Kind of weird.

Alright, let's do that.

So, really, what you have to do is literally copy and paste.

Each analysis is probably between 2 to 3 pages.

So, at this point, you'll have about fifteen pages if you do 5 jobs, of analyses here to sift through.

The next step is to really sift through all of this, and I'm going to show you an example in the next video of what I want the organized version to look like.

So, I will see you in the next video, where you will organize all of these analyses by theme.