

Quick Tips for the Military Human Resources Professional

COVER LETTER TIPS	RESUME TIPS	LINKEDIN TIPS	CONNECTION TIPS	FIVE QUESTIONS TO ASK DURING A PHONE INTERVIEW
Find the hiring manager for the position and address them. This is different than the HR manager or recruiter. LinkedIn is a great source to research for this.	Spice up your objective statement with the position title, 3 key words important to the job, and two sentences highlighting the solution you provide to one of the company's pain points.	Use a picture that showcases you and not a background, etc. Pictures allow people to connect emotionally with you.	Connect with people that do what you want to do. Ensure you are connecting with more than just veterans.	Ask specifics about the role to include the challenges for the role, if it is a new position, or if you are backfilling.
Shout out a connection you know from the company and share why they love working there and why that intrigues you about the position.	Replace responsibilities with accomplishments. Showcase what you did for your previous employers.	Be original with your headline but not too fancy. Creative titles can turn off hiring managers because it doesn't tell them anything.	Connect with people that work at the companies you are targeting. Look at who follows the company and if they work there, send a connection request.	Ask about the team to include the structure, who you would report to, and the average tenure of each team member.
Use the correct position title. This letter should be 100% personalized to the company and the specific position.	Use active voice versus passive language. Example: Replace responsible for with managed#	Headline and About section should highlight what you do versus what you are. This is your brand. Brand yourself!	Send a message with a connection request. Reference their last post, something in their profile, etc. and let them know why you want to connect.	Ask about the company. Your questions should focus on what you desire from a company.
Responsibly brag about why you are a good fit for the company. Use the company's values to link the two. Include why the company is a good fit for you too.	Remove references upon request. If references are needed, you will be asked.	Post every day. Your posts should highlight who you are, what you do, what you stand for, and what you don't stand for.	Look at the groups your connections are a part of and request entry into them. Groups are where the magic happens on LinkedIn.	Ask questions about the person who is interviewing you. Include questions about their tenure at the company, what they do, why they stay, etc.
Ask for the interview and provide days and times you are available (not specific dates...Example: Mondays from 2 to 5pm.	Name your resume: First_Last_Resume.pdf	List accomplishments versus duties, use all 50 skills, and utilize the featured section of your profile. If you sell something, etc., your featured section is where it should be showcased!	Set a calendar reminder every month to send a message to a few connections to keep the relationship blossoming. Don't let when you need a connection to help you with something be the only time you talk with them.	Ask about the process to include next steps, who to contact for follow up, when to contact for follow up, etc.

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