

ACE YOUR JOB HUNT:

The Essential January Checklist

From essential tips and best practices to customizable scripts and templates—we've rounded up our top resources for job search success, so you can make the most of every opportunity.



@ Click green buttons below to read more

1

Refine Your Application Strategy

The Top 10 Reasons Why You're Not Getting Hired

☑ Discover common mistakes and how to overcome them.

Why Work with a Recruitment Firm? Here Are 8 Reasons

☑ Leverage expert insights and access the hidden job market.

2

Polish Your Personal Brand

How to Write an Elevator Pitch for Your Job Search

☑ Create a pitch that wows in under a minute—and leaves them wanting more!

How to Use LinkedIn to Accelerate Your Career Growth

☑ Learn how to position yourself online for career success.

How to Build a Standout Resume to Support Your Job Search

☑ Step-by-step guidance on crafting a resume that gets you noticed.



3

Master the Interview Process

Interview Best Practices

- ✔ Learn how to research companies, match your skills and own every answer.

How to Answer Common Job Interview Questions

- ✔ Our must-read scripts for answering the 6 most dreaded interview questions.

5 Questions to Ask During a Job Interview

- ✔ Thoughtful, impactful questions that make your skills impossible to overlook.

How to Ace a Video Interview

- ✔ Master the art of first impressions and score that job offer.

4

Seal the Deal

How to Write the Perfect Post-Interview Thank You Email

- ✔ Discover how a stellar thank you email can wow the hiring team and set you apart.

Tips to Successfully Negotiate a Job Offer

- ✔ Learn how to confidently secure a total rewards package that works for you.
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5 *Maintain Momentum*

Building Momentum with Purpose

- ✔ Stay motivated and strategic as you pursue your goals.

Upskilling for Success

- ✔ Learn how to build in-demand skills and stand out in a competitive market.



Ready to find your next opportunity?

Discover open roles in our Job Portal or get in touch with our recruiters today. Apply online or email us at candidatecommunity@altis.com to get started!

Visit our Job Portal

