

127 Tools to Supercharge Your Job Search



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Resume and Cover Letter Building

- Powerful Adjectives for your resume.
<http://adjectivesstarting.com/adjectives-resumes/>
- 185 strong action verbs for your resume.
<https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>
- Free CV creator: <http://www.slashcv.com/>
- 100 most powerful words to sprinkle in your resume
<https://www.workitdaily.com/top-resume-words/>
- [Kick Resume](#) - build your resume online + free templates
- Free cover letter creator. https://resumizer.com/free_cover_letter_creator.htm
- Score your resume to see how it compares to others (use this as a tool to edit and improve) <http://rezscore.com/>
- Web based software to build your resume <http://resunate.com/>
- A new way to build your resume <https://sumry.me/>

Building Your LinkedIn Profile

- Step-by-step guide to building a stellar profile on linkedin.
<https://lifehacker.com/build-your-linkedin-profile-from-start-to-finish-with-t-1751936305>
- Convert your LinkedIn profile to a Resume
<https://www.resumonk.com/resume-builder/help/import-from-linkedin>
- Detailed infographic guide
<http://topdogsocialmedia.com/linkedin-marketing-infographic/>

LinkedIn Tools

- [Hunter.io](#). Find emails within seconds on LinkedIn.

- [Salestools.io](https://www.salestools.io) Find emails on LinkedIn.
- Synchronize your Facebook contacts with LinkedIn <https://sync.me/>
- Back up your LinkedIn Contacts (export all emails)
<https://www.linkedin.com/addressBookExport>
- Schedule and share your Facebook, Twitter and LinkedIn Posts using one integrated platform
https://contentstudio.io/?utm_medium=smm_tool&utm_source=quora

Job Platforms

- LinkedIn Jobs, the one and only. <https://www.linkedin.com/jobs/>
- Job discovery for developers <https://www.kaggle.com/>
- Get at a startup company <https://angel.co/>
- Jobs for data analysts <https://www.analyticsvidhya.com/jobs/>
- Find a startup job in Japan <https://justa.io/>
- Find a job in Europe <https://www.xing.com/en>
- Global job board geared towards junior to mid level hires
<http://www.recruit-rgf.com/>
- Job site used by 70 million + Americans <https://www.jobcase.com/jobs/search>
- Hong Kong Jobs <http://hongkong.recruit.net/>
- Craigslist jobs <https://www.craigslist.org/about/sites>
- Millions of jobs <https://www.indeed.com/>
- Full time, part time and contract jobs <https://www.monster.com/>
- Job site with over 25 million jobs <https://www.beyond.com/>
- Worlds second largest media site and job search engine
<https://jobs.theguardian.com/>
- The Ladders - executive jobs over \$100k USD (primarily in the US)
<https://www.theladders.com/>

Remote Jobs (work from anywhere in the world)

- The #1 job site for freelancers [upwork.com](https://www.upwork.com)
- The #2 job site for freelancers <https://www.freelancer.com>

- Over 133 companies that hire employees remotely, doing everything from translation, coding and nursing: <https://remote.co/>
- The top rated site for remote work with a surprising variety of roles, mostly North American but some international firms: <https://www.flexjobs.com/>
- Jobspresso <https://jobspresso.co/>
- Mostly tech focused remote work
<https://stackoverflow.com/jobs?sort=i&l=Remote&d=20&u=Miles>

Unconventional Job Discovery Tools

- Mobile Job Discovery platform for “casual” lunches <http://lets lunch.com/>
- Gamified job discovery based on AI <https://www.pymetrics.com/about/>
- [Twitter](#) and [Instagram](#) - search #jobs #jobsearch and any combination within the industry you are interested in.
- The “tinder for jobs” <https://www.switchapp.com/>
- Another great app for swiping jobs tinder-style <https://www.jobrapp.com/>
- Take an “apprenticeship” approach to finding work <http://getapprenticeship.com/>

Recruitment Firms

- Ziprecruiter. Online/offline job board based in the US
<https://www.ziprecruiter.com/>
- Adecco. Swiss HR firm with 5,000+ offices that covers contract, permanent and part time employment
https://www.ranker.com/review/adecco/400918?ref=node_name&pos=1&a=0&itype=n&l=108725&g=2
- Randstad. Dutch recruitment firm that covers contract and permanent hires globally <https://www.randstad.com/>
- Aquent. Agency focused on mostly temp and contract creative hires.
<https://aquent.com/>
- Korn Ferry. Top executive search firm in the world. <https://www.kornferry.com/>
- Heidrick & Struggles. One of top 5 exec search firms in the world
<http://www.heidrick.com/>
- Recruit. Massive job board/recruitment firm <https://www.recruit.com/>

Video Conferencing

- <https://appear.in/> (my favorite because you don't have to sign up for anything)
- Google Hangouts <https://hangouts.google.com/>
- Skype <https://www.skype.com/en/>
- Zoom Both free and paid <https://zoom.us/>
- Join.me <https://www.join.me/>

Time Management

- Organize your job search and multiple interviews with one tool <https://www.startwire.com/>
- Jibber Jobber helps you organize your job search and interview scheduling <https://www.jibberjobber.com/login.php>
- Evernote. I use this to take notes about every single company I am interviewing with. It syncs automatically between desktop and mobile app so you can see it on the go before your interview. <https://evernote.com/>
- Trello. A great tool to organize your ideas, thoughts, and actions. <https://trello.com/>
- Rescue Time - this app plays in the background of your computer and tracks what you actually do online everyday, in real time. A great tool to see where your time sucks go <https://www.rescuetime.com/>
- Workflow is a highly customizable app with a simple interface <https://workflow.is/>

Company Research

Due diligence is critical before your job search. Take time to understand the company's business model, financial, and recent news.

- You can use Google Alerts to setup keywords that will notify you when they pop up in the media. For example if you are interested in biotech jobs you can setup

an alert for “biotech” and “jobs” or “biotch” and “hiring.”

<https://www.google.com/alerts>

- Crunchbase. Insights and tech analysis with an extensive list of tech companies, founders, funding rounds and summaries for each company
<https://www.crunchbase.com/>
- Wikipedia is your friend. <https://www.wikipedia.org/>
- CB Insights - a great free research database and blog that includes job listings and detailed info on the latest tech news + events <https://www.crunchbase.com/>
- Company financials <http://www.nasdaq.com/quotes/company-financials.aspx>

Personality Tests

Personality tests can be great to get a more objective view of some of your characteristics and traits. However, we are multi-faceted creatures so be careful not to hang all of your decisions on these tests. Simply use them as a point of reference.

- Myers Briggs is the classic personality tool used by thousands of companies when determining culture fit.
<http://www.myersbriggs.org/my-mbti-personality-type/mbti-basics/home.htm?bhc p=1>
- A free online test that splits personalities into 16 categories:
<https://www.16personalities.com/free-personality-test>
- Emotional Intelligence Test - the “EQ” movement has gained popularity recently and is seen as an important soft-skill <https://www.arealme.com/eq/en/>
- DISC is another popular behavioral assessment tool that measures 4 traits -- dominance, submission, compliance and inducement.
<https://discprofile.com/what-is-disc/overview/>

Networking Tools

- The Business Card Scanner for mobile is extremely handy to organize your stack of cards and make sure that you always have your network in your pocket
<http://www.scanbizcards.com/>
- How to Send a Cold Email <https://www.yesware.com/blog/cold-email/>

- What Color is Your Parachute mobile app - great tips to check before your interview
<https://itunes.apple.com/us/app/what-color-is-your-parachute/id396941600?mt=8>
- Find people's emails and reach out to decision makers <https://connect.data.com/>
- A paid app that allows you to create and maintain your resume from your email
<http://pocketresume.net/>
- [Quora](#). This is a Q&A site that you can use for research as well as networking. It boasts largely professional contributors and allows you to easily connect/message people.
- Meetup.com is the world's largest meetup site where you can find tons of networking events <https://www.meetup.com/>
- Networking for professionals. This site is a bit old school but allows you to connect with larger companies <http://www.networkingforprofessionals.com/>
- Alumni.net lets you connect with alumni and is a good way to find jobs based on your alma mater (and alumni who work at those companies)
<http://www.alumni.net/>

Gmail Add-Ons

- Boomerang. This is a Gmail add-on that allows you to schedule emails, create templates and remind yourself if you still haven't gotten a response from the person you emailed a week ago. Very handy tool when you are sending out multiple applications. <https://www.boomeranggmail.com/>
- Bananatag gmail add-on. This add-on allows you to see whether or not people opened your emails.
<https://chrome.google.com/webstore/detail/bananatag-email-tracking/jpbnpbfpgjkblmejlgkfkekajajhjid?hl=en>
- Rapportive. Very helpful gmail add on that allows you to view someone's linkedin profile within your gmail. <http://rapportive.com/>
- Assitant.to is a virtual meeting scheduler for gmail. No more back and forth scheduling meetings. <https://www.assitant.to/>
- Checker for Gmail allows you to smoothly manage multiple email accounts
<https://jasonsavard.com/>
- Create gmail templates and organize your inbox with Gmelius
<https://gmelius.com/>

Other Tools

- Video Speed Controller allows you to watch any youtube video at up to 2x, 3x or even 4x speeds. When you're cramming a lot of information before interviews this is super helpful.
<https://chrome.google.com/webstore/detail/video-speed-controller/nffaolbilbmmf-gbnbgppjihopabppdk?hl=en>
- OneTab sorts all of your open browser tabs into a list
<https://chrome.google.com/webstore/detail/onetab/chphlpgkkbolifaimnlloiipkdnihall>
- TimeZone Converter. Make sure that you have the right time scheduled for that meeting/call/video call interview.
<https://www.timeanddate.com/worldclock/converter.html>
- MeetingPlanner App lets you schedule meetings across time zones from your phone <https://www.timeanddate.com/ios/meetingplanner/>

Video Recommendations

- Interview Hacks: <https://www.youtube.com/watch?v=kayOhGRcNt4>
- Behavioral Interviews <https://www.youtube.com/watch?v=CFbVt9oY4yQ>
- "Tell me about yourself" (best way to answer)
<https://www.youtube.com/watch?v=pMRO2dl9z3w&t=345s>
- Nail Your Presentation <https://www.youtube.com/watch?v=MnIPpUiTcRc>
- The Clues to Telling a Great Story
<https://www.youtube.com/watch?v=KxDwieKpawg>
- Resume Writing Tips <https://www.youtube.com/watch?v=jETH9SI2zNQ>
- Body Language Basics <https://www.youtube.com/watch?v=EhFPMTWSsso>
- Inspirational: Steve Job's Stanford Commencement Speech
<https://www.youtube.com/watch?v=UF8uR6Z6KLc>
- Inspirational: Jim Carrey Commencement Speech
https://www.youtube.com/watch?time_continue=1518&v=V80-gPkpH6M
- How to Learn "Meta Learning" https://www.youtube.com/watch?v=3b_cCKitkso

Check out more interview tips, tricks and tools on

<http://starinterviewmethod.com/>