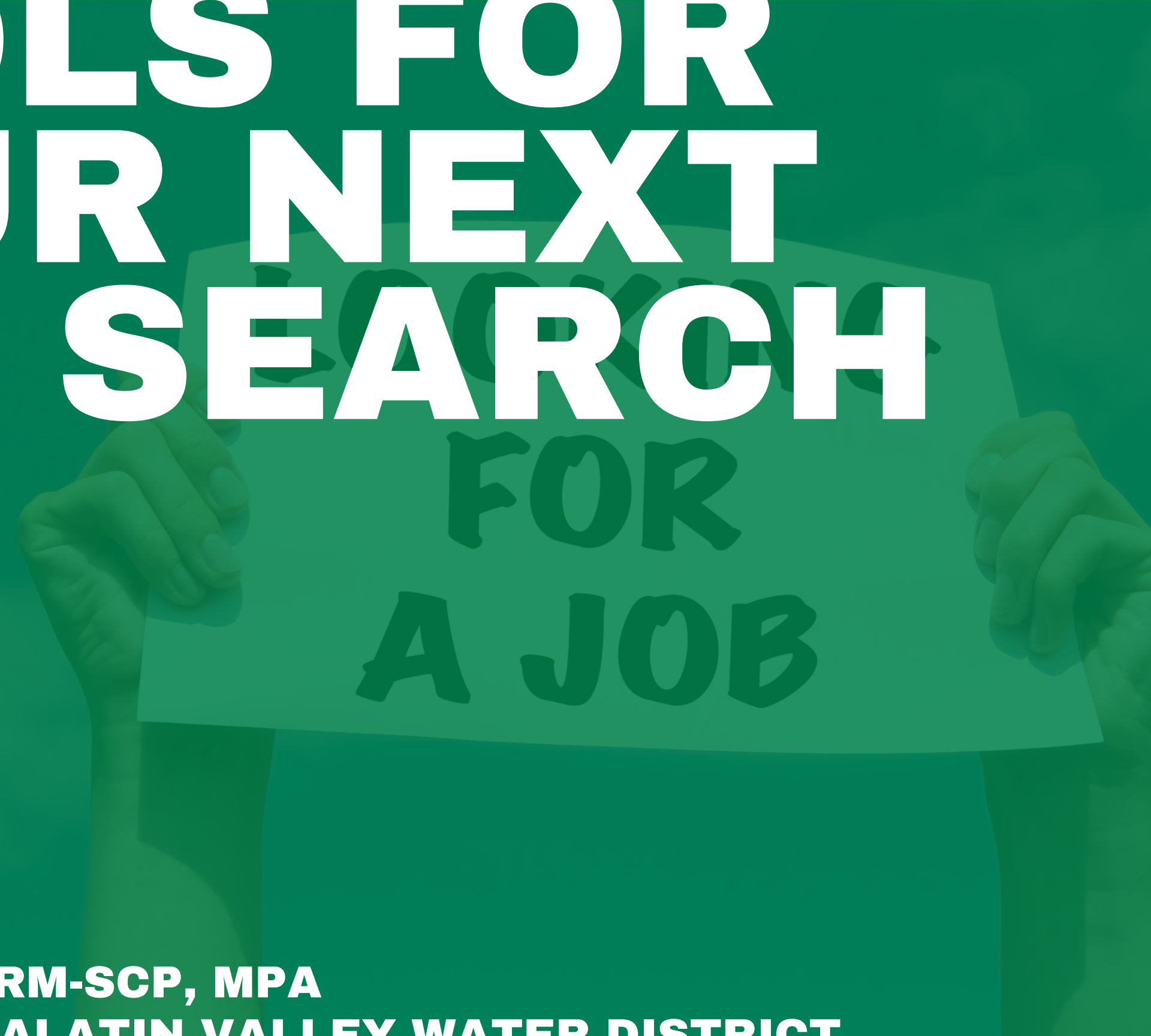


TOOLS FOR YOUR NEXT JOB SEARCH

A person is holding a white sign with the words 'LOOKING FOR A JOB' written on it in a bold, sans-serif font. The person's hands are visible at the top of the sign. The background is a solid green color.

KYLIE BAYER, SHRM-SCP, MPA
HR DIRECTOR, TUALATIN VALLEY WATER DISTRICT
KYLIE.BAYER@TVWD.ORG

KEY TAKEAWAYS

Who is your ideal employer? Manager?
How can you leverage LinkedIn and other online tools?
Is your resume helping or hurting your application?

Bonus takeaway: Cover letters are horrible. Let ChatGPT do the heavy lifting.

YOUR IDEAL EMPLOYER

Collaborative?

Innovative?

Customer/Resident focused?

Growth opportunities?

Flexible?

Remote?

Autonomy?

Virtual resume

Engagement via posts/activity

Showcase your personality

Search for jobs

Follow employers/employees

Get recruited



Job preferences



Kylie Bayer, MPA, SHRM-SCP

is open to work



Job titles

Human Resources Director

Location types

On-site · Hybrid

Locations (on-site)

Portland, Oregon Metropolitan Area

Start date

Flexible, I am casually looking

Employment types

Full-time

 Recruiters only

PHOTO
HEADLINE
CUSTOM URL
OPEN TO WORK

DON'T USE “EASY APPLY”

ATS-FRIENDLY FORMAT
HEADLINE OR STATEMENT
CHRONOLOGICAL, EXPERIENCE OR EDUCATION FIRST
NO PHOTO
CITY/STATE, EMAIL, PHONE, LINKEDIN
VERB + IMPACT
KEEP MASTER RESUME UPDATED
CUSTOMIZE TO RECRUITMENT





JOB NOTIFICATIONS
JOB MATCH PLATFORMS (GLASSDOOR, INDEED)
JOBSCAN
AI INSIGHTS FOR TONE AND STYLE
INTERVIEW PREP (INTERVIEWBUDDY, CHATGPT)



**EDUCATION
CERTIFICATION
TAKE ON PROJECT
MENTOR OTHERS
LEARN OPERATIONS
TELL YOUR BOSS**

THANK YOU!

**Create your ideal employer profile.
Use LinkedIn and online tools to your advantage.
Create a simple, action-oriented resume.**

1 hour later, cover letters are still horrible.

kylie.bayer@tvwd.org