

*How we write resumes.* The average resume is read for only 10 seconds.

Many resume writers see this as a challenge to make a resume “scannable,” so that most of it can be digested in 10 seconds. We don’t believe this is a productive approach. We instead aim to write a compelling, thoughtful, visually arresting resume which will inspire the hiring manager to spend more than 10 seconds reading it.

We write resumes for humans, because they are ultimately the ones who decide to bring you in for an interview. If your prospective employer uses a computer algorithm to weed out resumes, there’s not a whole lot you can do. No one knows with certainty what keywords are being searched for, and filling your resume with jargon will make it incomprehensible to the human who reads it after it’s been filtered by the algorithm. We will tailor your resume to specific job listings, but we can’t make promises.

*How we coach for interviews.* We provide non-field-specific coaching that covers the most asked questions in interviews, such as:

- What are your greatest strengths/weaknesses?
- Why did you leave your last job?
- How would you describe yourself?
- How do you measure success?
- What do you know about this company/the job you are applying for?
- Why should we hire you?
- Do you have any questions for me?

We also coach you on the follow-up email, how to dress to impress, and what body language to perform and avoid.

*How we offer job search advice.* We offer some job advice during our consultations, but there are no “secrets” that will ensure you get a job. The only real secret is that most of the jobs on job boards have already been filled, and are listed because of equal opportunity employment laws. Thus, our most important piece of advice is to be dogged in your job search and don’t blame yourself for not getting specific interviews. Take care of yourself when you’re feeling pessimistic and hopeless. Know that if you have Austin Writing Shop prepare your resume, you have already put your best foot forward.