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BUILD A WINNING RESUME PROFILE



BEFORE YOU START... REVIEW YOUR ONLINE PRESENCE.

Employers are increasingly going online to vet candidates. Searching your social media profile is now as common as running a background check.

Before you begin your job search:

1. **Audit your social media accounts.** Remove or hide any inappropriate photos or posts that you wouldn't want a potential employer seeing.
2. **Google your name.** Search yourself in incognito mode so you can see what a potential employer might see
3. **Set your social media pages to private.** Be selective about what you share publicly.



Present your best self.

Update your resume with any new information, including volunteer work, additional or updated industry certifications or mentions of how you contributed in a positive way or went above and beyond in your current or past positions.



Choose your profile picture wisely.

Just as you want your social media profiles to project a positive social image, your profile picture needs to reflect who you are professionally. Employers want to see that you are professional and polished.

If you don't have a professional picture, ask a friend to take one for you:

1. Against a solid color wall or backdrop
2. Face forward, smiling confidently
3. You should be the only thing in the frame - while your pet is cute, employers aren't looking to hire them.

Present your best self.

That means no selfies or photos showing you dressed for a day at the beach.

Examples of BAD profile photos:



❌ In the car, or making silly faces.



❌ With your pet.



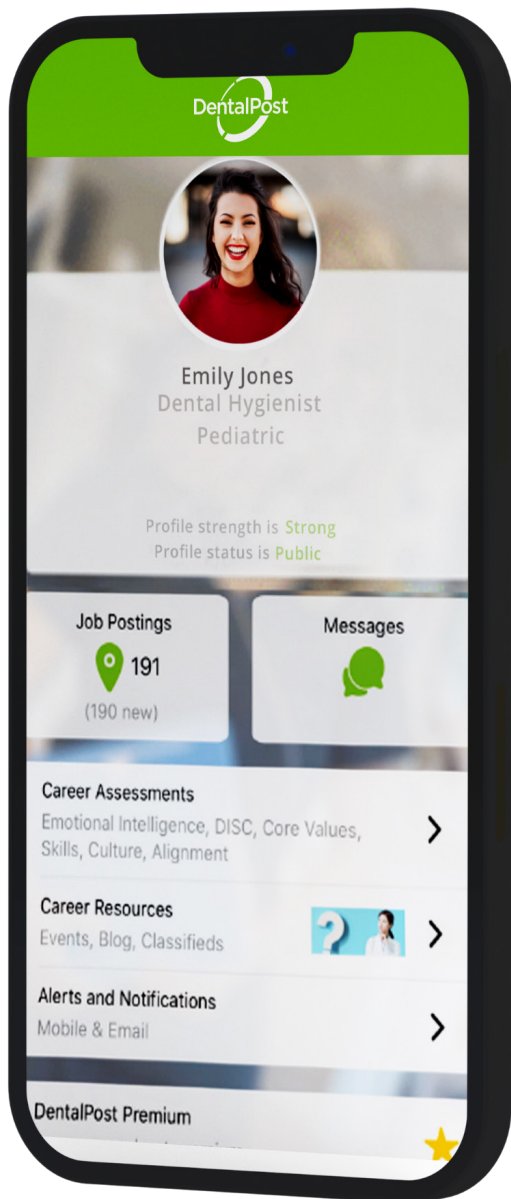
❌ In your bathroom, or underdressed.



❌ Posing with pigtails or props.

Complete your profile to 100%.

To apply for a job, applicants need to get their profile to a minimum 70% completion status, but completing the entire profile leads to better hiring outcomes for candidates.



Why you should complete your profile:

- **Employers are searching for candidates using keywords.** Completing the Skills Assessment assures your resume stays at the top of the search results.
- **Better profile, better job match.** When you complete the Skills, Core Values, DISC, Emotional Intelligence and Workplace Culture assessments, you go to the top of the list and find the right employer match. That could mean the difference between not only making the first round screening cut, but it could be what lands you not just any job, but a job you love. **All assessments at DentalPost are free to candidates. Use them!**
- **Show how you added value.** Include accomplishments, results, and solutions you contributed to. Outcomes and results are always more compelling than straight job responsibility lists.
- **Don't leave employers wondering.** An incomplete profile sends a message that you couldn't be bothered to finish and you are not that enthusiastic or serious about your search. It may also convey that you don't have the skills or experience necessary to do the work.



ASSESSMENT TYPES

DentalPost gives job seekers access to FREE assessments to help you find the *right fit*, faster. Profiles with completed assessments rise to the top of an employer's candidate search.

Here's a breakdown of 5 key assessment types, and how they can help you understand your personality and work style:



DISC

The DISC assessment details your communication and work style. Understanding the four DISC personality types is key to boosting communication, productivity, and conflict management in the workplace. Employers use DISC assessments to hire the right mix on the team.



Emotional Intelligence

Emotional Intelligence (EI) is the new "smart." Everyone you work with has some level of EI, and understanding the strengths and weaknesses of each team member can have a great impact on the overall success of the team. People with high EI are invaluable in roles that involve frequent interpersonal relationships and leadership. Having high EI is especially important in healthcare and caregiving.



Core Values

Core Values Assessments offer a clear sense of what is most important to a person in life. It is important to know what you value most when considering dental practices to work with, and ensure the right culture fit within a practice.



Skills

Just like it sounds, Skills Assessments measure actual skills. From clinical skills to technological know-how and general communication abilities, both hard skills and soft skills can be measured and ranked by level of proficiency.



Workplace Culture

Workplace Culture Assessments help you understand what types of work environments you would enjoy most, as well as the types of environments that you work best in. Understanding your Workplace Culture preferences will help you find the right practice environment to fit your needs.