

ADVANCED TOOLS AND RESOURCES FOR JOB SEEKERS IN 2025

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TABLE OF CONTENTS

1. Online Career Guidance: How to Use AI to Get Career Support.....	1
2. LinkedIn Job Search: How to Find the Newest Job Opportunities.....	1
3. Non-Traditional Job and Skill-Building Sites: How to Find Professional Opportunities on Lesser-Known Online Boards.....	2
4. Custom-Built AI Prompt: How to Quickly Tailor Your Resume for Every New Job Posting.....	3
5. The Leading Resume-Scoring Tools: How to Improve Your Chances of Getting Past the Applicant Tracking Systems.....	4
6. Mock Interview Preparation: How AI Can Help You Prepare for Your Next Interview.....	5
7. Local Resources: How Refraction Can Help Job Seekers Find Local Opportunities.....	5

1. Online Career Guidance: How to Use AI to Get Career Support

- **Google's Career Dreamer:** Google's Career Dreamer is a free online program from Grow with Google that helps individuals explore career paths, build job-ready skills, and advance professionally through interactive courses, tools, and resources: <https://grow.google/career-dreamer/home/>

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2. LinkedIn Job Search: How to Find the Newest Job Opportunities

- **How to Pinpoint the Most Recent Job Postings:** LinkedIn Jobs' "Most Recent" sort does not necessarily guarantee sub-day-level specificity, but modifying the URL on your results page could help track jobs posted within hours or even minutes by fine-tuning the time-based parameters (r86400 = last 24 hours, for example). And

savvy job seekers might consider creating bookmarked URLs for hyper-specific, daily-updated searches (e.g., specific company roles, locations, or time filters) to save time.

- **Start by Performing a Job Search:** Go to LinkedIn Jobs:
 - Enter your preferred job title, location, and any other filters (e.g., experience level, remote work).
- **Locate the URL in Your Browser:** After performing the search, look at the URL in your browser. It will look something like this:
<https://www.linkedin.com/jobs/search/?keywords=software%20developer&location=New%20York%2C%20NY>
- **Add the Recency Filter to the URL:** To narrow the results to the most recently posted jobs, you can modify the URL by adding or editing the following parameter: &f_TPR=r86400
 - Here's what the parameter means: r86400 specifies that you want jobs posted in the last 24 hours (86400 seconds).
 - Example modified URL filtering for jobs posted in the last 24 hours:
https://www.linkedin.com/jobs/search/?keywords=software%20developer&location=New%20York%2C%20NY&f_TPR=r86400
- **Fine-Tune It to Get Freshly Posted Jobs (Minutes Ago):** If you need jobs posted more recently (e.g., in the past hour), replace r86400 with smaller time frames:
 - r3600: Last hour (3600 seconds).
 - r1800: Last 30 minutes.
 - Updated URL filtering for jobs posted in the past hour:
https://www.linkedin.com/jobs/search/?keywords=software%20developer&location=New%20York%2C%20NY&f_TPR=r3600
- **Press Enter to Reload the Search:** Hit enter after modifying the URL, and LinkedIn will now show only jobs posted within the specified timeframe.

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3. Non-Traditional Job and Skill-Building Sites: How to Find Professional Opportunities on Lesser-Known Online Boards

- **For Startup Roles**
 - Wellfound: <https://wellfound.com/>
 - Y Combinator: <https://www.ycombinator.com/jobs>
 - Techstars: <https://www.techstars.com/careers>
 - Revolution (DC-based venture capital firm): <https://jobs.revolution.com/jobs>
- **For Fractional Roles**
 - Fractional Jobs: <https://www.fractionaljobs.io/>
 - The Free Agent: <https://thefreeagent.com/>

- Fraction: <https://www.hirefraction.com/talent>
- Shiny: <https://useshiny.com/fractional-executives>
- Catalant: <https://catalant.com/for-independent-consultants/>
- Fractional People People: <https://www.fractionalpeoplepeople.com/>

- **For Trade Association Roles**

- ASAE: https://careerhq.asaecenter.org/jobs/state_province/dc
- Association Forum: https://careers.associationforum.org/jobs/state_province/dc

- **Lesser-Known Tech Job Boards and Skill-Building Sites**

- Handshake: <https://joinhandshake.com/>
- Catchafire: <https://www.catchafire.org/volunteer>

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4. AI Certifications:

How to Find Opportunities to Demonstrate Technical Literacy

- **General AI & Machine Learning Certifications (Broad Recognition)**

- **Microsoft Certified: Azure AI Fundamentals (AI-900):** Entry-level, no coding required. Covers core AI/ML concepts, responsible AI, and Azure AI services. Good for showing baseline AI literacy.
- **Google Cloud: AI Essentials or Machine Learning Specialization:** Google offers AI Essentials (non-technical) and more advanced ML Engineer tracks. Well recognized by employers.
- **IBM Applied AI Professional Certificate (Coursera):** Strong entry-level certification that covers practical AI applications, including chatbots, natural language processing, and using AI in business contexts.
- **AWS Certified Machine Learning – Specialty:** More advanced; great for those with some tech background. Very credible because of AWS's dominance.

- **Practical AI-in-Business Certifications (Workplace Ready)**

- **Generative AI Certification by Google (via Coursera):** Introductory and job-market relevant. Focuses on prompt engineering, generative AI tools, and use cases.
- **Stanford Online: AI in Healthcare, Business, and Society (Coursera/edX):** Strong reputation, non-technical, focused on applied use of AI across industries.
- **LinkedIn Learning AI Certificates:** Shorter, stackable credentials that emphasize AI in productivity, business decision-making, and prompt engineering. Easy for recruiters to see on LinkedIn profiles.

- **Specialized “Hot Topic” Certifications (Signals Awareness of Trends)**

- **Prompt Engineering for ChatGPT (Coursera, DeepLearning.AI + OpenAI):** Popular certification that shows ability to effectively use LLMs for real-world tasks.
- **DataCamp / edX: AI for Everyone (Andrew Ng):** Non-technical, but highly regarded. Signals AI literacy and adaptability.
- **Certified Ethical Emerging Technologist (CET) – CertNexus:** Focused on ethics, governance, and responsible AI — increasingly valued by employers.

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5. Custom-Built AI Prompt: How to Quickly Tailor Your Resume for Every New Job Posting

- **Why Updating Your Resume for Each Job Opportunity Is Essential:** Today, job seekers need to tailor their resumes for each job posting because customizing the content to match specific job requirements, keywords, and company needs significantly increases their chances of passing through applicant tracking systems (ATS) and catching the attention of hiring managers.
- **A Sample AI Prompt:** To help you with that updating process, simply provide a copy of your resume and the relevant job description to your AI assistant of choice (e.g., ChatGPT, Claude, or Gemini), and use the following prompt to get the assistant started on your new, job-specific resume:
 - **Refraction's Current Resume-Revising Prompt:** You are a top-tier career consultant specializing in ATS resume optimization and tailored resume editing. My goal is to perfectly align my resume (attached here) with the job description I have provided (included after these instructions), optimizing it for ATS best practices while maintaining professionalism and coherent language.
 - **(1) For Context:**
 - (1.a) Resume (See Attached File): My resume contains my current experience, skills, and accomplishments. Use it as the foundation to craft the most compelling and ATS-friendly version of my application.
 - (1.b) Relevant Job Description (See Job Description Found in Section 5 Below): I have provided the job description for the position I am applying for. It highlights the key responsibilities, qualifications, and required skills. Use this as your guide to identify gaps, missing keywords, and opportunities to tailor my resume.
 - **(2) Instructions:**
 - (2.a) Analyze the provided job description to extract and prioritize ATS-relevant keywords, phrases, and requirements.
 - (2.b) Compare my existing resume with the job description, identifying areas where additional alignment is needed.
 - (2.c) Rewrite and optimize my resume to incorporate key terms specific to the job description, emphasize measurable accomplishments, and ensure ATS-friendly formatting and wording by avoiding complex designs or graphics.

- (2.d) Maintain clear, professional language while aligning my unique skills and achievements to the responsibilities listed in the job posting.
- (2.e) Revise the format or structure if necessary to improve ATS compatibility (e.g., proper headings, clear bullet points, consistent tense, and keyword usage).
- **(3) Deliverables:**
 - (3.a) A fully updated, ATS-optimized resume customized for this specific job description.
 - (3.b) A short cover letter (optional but recommended) highlighting my qualifications and alignment with the role.
- **(4) Additional Considerations:**
 - (4.a) Focus on measurable achievements and action-oriented language (e.g., “increased revenue by X%” or “spearheaded initiatives that improved efficiency by Y%”).
 - (4.b) Integrate both soft skills (e.g., communication, leadership) and hard/technical skills (e.g., specific software or methodologies) that are relevant to the role.
 - (4.c) If additional clarification or information is required, request it before proceeding.
- **(5) Relevant Job Description:**
 - **[PASTE JOB DESCRIPTION HERE]**

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6. Advanced AI Resume Techniques:

How to Use a Multi-Step AI Approach to Beat ATS Filters

- **How to Gain a Greater Degree of Confidence After Using an Initial AI Prompt:** Start by updating your resume for a specific job posting using Refraction’s AI Prompt above to prepare a job-specific resume.
- **Use an ATS-Friendly Resume Template:** Commonly used resume formats and features often create problems for the ATS tools that are scanning applicant’s resumes. Remove any uncertainty about your own resume by taking the content of your new resume produced by Refraction’s resume prompt and then incorporating it into one of Jobscan’s free, ATS-friendly resume templates found on the following Jobscan page: <https://www.jobscan.co/resume-templates/ats-templates>
- **Grade Your Resume to Beat the Standard ATS Cutoff Scores:** Many modern employers use Applicant Tracking Systems (ATS) to automatically screen resumes before they reach a human recruiter. These systems compare the language of a resume to the job description, generating a “match rate” that estimates how well an applicant’s qualifications align with the role. Industry sources consistently recommend aiming for a minimum

match rate of 75% or higher to advance past automated filters. According to [Jobscan](#), resumes meeting this threshold are significantly more likely to be reviewed by recruiters. [TechRSeries](#) and [ResuFit](#) likewise report that a score of **70–80%** indicates strong alignment with the role and a greater chance of reaching the next stage of consideration. One of the leading resume-grading tools on the market is Jobscan, which lets website visitors get a limited number of free resume scores before requiring them to upgrade to a paid account: <https://www.jobscan.co/resume-score>. Briefly stated, this is how you can achieve that optimal match rate:

- **Step One - Upload Your New AI-Optimized Resume and Job Description to Jobscan:** Start by uploading your new resume, which should contain the new content generated by Refraction's AI prompt in an ATS-friendly resume template, to Jobscan to get your initial score. Please note that Jobscan's scoring system is relative, which means that you will need to include a copy of the description of the job you are applying for to begin the scanning process. If your initial score falls below the 70% threshold, then proceed to Step Two below.
- **Step Two - Return to ChatGPT for Additional Assistance:** Create a PDF copy of your initial Jobscan report – either the full version if you are a Jobscan subscriber or the partial version if you are using the free version of Jobscan – and go back to ChatGPT and upload the Jobscan report.
 - **If You Have a Jobscan Subscription:** If you have access to your full Jobscan report as a Jobscan subscriber, then simply use the following prompt in ChatGPT: “Please analyze the attached Jobscan report and produce a new version of my resume (pasted below) that addresses all of the red X's in the attached report without any fabrications.” Then paste a text-only version of your resume beneath that prompt.
 - **If You Only Have a Free Jobscan Account:** If you only have a partial Jobscan report as a free user, then use the following ChatGPT prompt: “Please analyze the partial Jobscan report attached here and produce a new version of my resume (pasted below) that addresses any problems identified by the Jobscan report – without fabrications, please. My objective is to ensure that my new resume gets a Jobscan score of at least 70-80%.” Then paste a text-only version of your resume beneath that prompt.
- **Step Three - Return to Jobscan to Get a New Score:** Go back to Jobscan with your new resume and the relevant job description to get a new score. If your new resume falls below the 70-80% threshold, then repeat Step Two to determine if further incremental improvements can be made.

7. The Leading Resume-Scoring Tools:

How to Improve Your Chances of Getting Past the Applicant Tracking Systems

- **Refraction's Preferred Tools:**
 - **Jobscan:** Click [here](#) to upload your resume.
 - **MyPerfectResume.com:** Click [here](#) to upload your resume.
 - **Resume Worded:** Click [here](#) to upload your resume.
- **Other Leading Options:**
 - **Rezi AI Resume Checker:** Click [here](#) to upload your resume.
 - **Zety:** Click [here](#) to upload your resume.
 - **Enhancv:** Click [here](#) to upload your resume.

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8. Mock Interview Preparation: How AI Can Help You Prepare for Your Next Interview

- Click the following link to access an advanced, voice-based ChatGPT mock interview preparation tool:
<https://chatgpt.com/g/g-fBKsnQnUW-practice-voice-interview-prep>

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9. Local Resources: How Refraction Can Help Job Seekers Find Local Opportunities

- At Refraction, our team is committed to supporting professionals in Fairfax County and throughout Northern Virginia who have been affected by government workforce reductions or are navigating career transitions. Whether you are searching for a new job, considering a career shift, or simply thinking about launching your own business, we have a growing collection of local resources to help:
 - **Find Jobs:**
 - **FAIRFAX: Fairfax County Economic Development Authority (FCEDA) - FFX Jobs Database:** Browse 40,000+ job openings in Northern Virginia: <https://workinffxnova.com/find-a-job/>
 - **FAIRFAX: Fairfax County Jobs:** Search open merit jobs with full benefits, non-merit jobs with limited or no benefits, and internships: <https://www.fairfaxcounty.gov/hr/county-jobs>
 - **FAIRFAX: Fairfax County Public Schools - Continue Your Public Service Journey:** Teaching and operational career opportunities for federal government professionals transitioning into the public education sector. Residents with a bachelor's degree can become provisionally licensed to teach in just a few weeks: <https://www.fcps.edu/transition-to-fcps>
 - **VIRGINIA: Virginia Has Jobs - Northern Virginia:** "Virginia Has Jobs" is a state-led initiative designed to connect job seekers, particularly those impacted by federal workforce changes, with available employment opportunities throughout Virginia: <https://virginiahasjobs.com/northern-virginia/>
 - **Find Career Services:**
 - **ALEXANDRIA & ANNANDALE: Virginia Career Works:** Offering appointments for a range of in-person and virtual services, including resume writing, interview preparation assistance, as well as tools and resources for job searches and career advancement: <https://vcwnorthern.com/fa-booking/>
 - **FAIRFAX: Fairfax County Economic Development Authority (FCEDA) - Employment and Training:** Offering appointments for a range of in-person and virtual services for job seekers in Northern Virginia, including access to a comprehensive system of employment and training

services and resources: <https://www.fairfaxcounty.gov/familyservices/employment-and-training>

- **RESTON: Reston Employment Resource Center:** Offering appointments for a range of in-person services, including resume writing, interview preparation assistance, as well as tools and resources for job searches and career advancement: <https://www.signupgenius.com/go/10c0548ada623a5fa7-inperson#/>
- **VIRGINIA: US Senator Mark Warner - Resources for Federal Workers:** This page has been designed for all Virginians who have been impacted by changes to the federal government workforce, and it includes information on job fairs and unemployment benefits information, among other helpful resources: <https://www.warner.senate.gov/public/index.cfm/resources-for-federal-employees>
- **VIRGINIA: Virginia Has Jobs - Resources for Impacted Federal Workers:** "Virginia Has Jobs" is a state-led initiative designed to connect job seekers, particularly those impacted by federal workforce changes, offering access to job search assistance, training programs, and unemployment benefits to help individuals navigate career transitions: <https://virginiahasjobs.com/2025/02/19/click-here-for-resources-if-youre-an-impacted-federal-worker/>
- **UNITED STATES: US Office of Personnel Management (OPM) - Supporting the Workforce - Resources for Impacted Workers:** The OPM's "Supporting the Workforce" page explains how federal agencies should support employees when their workforce reshaping plans will likely result in involuntary separations, demotions, and/or relocations: <https://www.opm.gov/policy-data-oversight/workforce-restructuring/reshaping/supporting-the-workforce/>