

EUGENIO CAVENAGHI'S CAREER BOOSTER TOOLKIT

All-in-One Document with ALL you need to succeed in your job search



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JOB SEARCHING TOOL #1:
Eugenio Cavenaghi's Winning CV Template



“Copy the template that got me hired by 6 large Multinationals”

Eugenio Cavenaghi's Winning RESUME TEMPLATE

Your Resume is No

Your Resume is the
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HOW TO USE THE

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FOR MORE INSIGH

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CAREER HIGHLIG
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 - Develop
 - Improve
 - Increase
 - Recruit

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 (Optional, only if ne
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 • Example 2: Review

ADDITIONAL WORK

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EDUCATION

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STATE UNIVERSITY



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B.S., Field of Study

EXTRACURRICULAR

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PURCHASE THE FULL
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CONTENT

SAMPLE I

LOOK LIKE

CAREER PROFILE

Sample Text First
blabla text blabla t

blabla text blabla text
blabla text blabla.

Sample Text Secor
text blabla text bla
blabla.

t blabla text blabla
text blabla text

CAREER HIGHLIGHTS

- Sample First B
- Sample Second
blablabla.
- Sample third I

blabla text blablabla.
blablabla text

blabla text blablabla.

PROFESSIONAL EXPERIENCE

SAMPLE COMPAN
(Optional Sample C
Your Job Title.

- Sample description
- Sample First Bull
 - Sample Second B

text blablabla.

SAMPLE COMPAN
(optional Sample C
Your Job Title.

- Sample description
- Sample First Bull
 - Sample Second B

text blablabla.

EDUCATION

STATE UNIVERSIT
B.S., Field of Study

EXTRACURRICULAR

Sample Company
Activity Function,
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PURCHASE THE FULL
CAREER BOOSTER
TOOLKIT TO ACCESS THIS
CONTENT

JOB SEARCHING TOOL #2:
Eugenio Cavenaghi's COVER LETTER Template
(aka the Boss Hunting Message)



Use the right words to impress your future boss from the first contact

Eugenio Cavenaghi's BOSS-HUNTING Message Template

Sending mes
to next availa

You will be s
more than al

And the best
understandi
interviews.

Tip: if you ge
claim victory
check in agai
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You will learn
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REMEMBER:
opening.

THE FORMU
A good boss-
steps.

PRO TIP: per

Step 1 WHO
Name, your c
work this sup

Step 2 WHY
You were rec
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Step 3 WHAT
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Step 4 SHOW
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Step 5 WHAT
Your Skill / E

Step 6 THAN
Thankful for

Step 7 NEXT
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PURCHASE THE FULL
CAREER BOOSTER TOOLKIT
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Sample Messages: WITH A JOB OPENING

Dear Mr/Ms

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I have been t

[name a bus

noticed/assu

person], whi

I offer [numb

relate to the

The initial se

achievement

description o

accomplishm

I'd welcome

openings wit

Best regards

Your Name

**PURCHASE THE FULL
CAREER BOOSTER TOOLKIT
TO ACCESS THIS CONTENT**

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y impressed by

. I also

related to the

[insert skills that

ful of

find a brief

table

for this or other

Sample Messages: WITHOUT A JOB OPENING

Dear Mr/Ms [actual name of the person],

I'm writing to

job title].

I have been t

[name a bus

noticed/assu

person], whi

I offer [numb

relate to the

delivery of [n

The initial se

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[describe her

I'd welcome

organization

Thank you s

Your Name

**PURCHASE THE FULL
CAREER BOOSTER TOOLKIT
TO ACCESS THIS CONTENT**

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related to the

[insert skills that

company in the

ful of

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completed in...

for your

JOB SEARCHING TOOL #3: Job Requirement Checklist



Be clear on what you want, and you will get it

Eugenio Cavenaghi's JOB REQUIREMENT CHECKLIST

Use thi
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n mind and track the impact

APPRE
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ATMOS
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or my customers and so on?

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going vs. being anchored at a

ity for growth?

tmosphere?

ground and capabilities? Can I

**PURCHASE THE FULL
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JOB SEARCHING TOOL #4:
Eugenio Cavenaghi's INTERVIEW PREPARATION Toolkit



Ace your interview to get your dream job

Eugenio Cavenaghi's INTERVIEW PREPARATION Toolkit

Get here a list
make sure you

You will do gr

1) WHY WO

Similar quest

Why are you

Talk about th

What the int

Mainly two t

The first one
waste time to
current empl
making little

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victim of a pa
you have a ge
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How to prep

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future, once

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want to play
For example,

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professionall*



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n the comfort
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h them in the
age carefully.

t you got, and
er", but say "I

hority. If you
influence directly.

grow

This is OK but performance prevents you

The best twist product, market attractive to you

For example: growing in the experience and I know the

Or one of my consider quite specific interest geographical

Think carefully plausible answer admiration for are after ever

This would also

2) WHY DO

Similar question

What do you

How did you

Why was the

What the interviewer

The interviewer

First, has the diligence (research targeting the broadly to a wide candidate sign

The second area vertical upward opportunities

How to prepare

If you want the above. It will

PURCHASE THE FULL CAREER BOOSTER TOOLKIT TO ACCESS THIS CONTENT

shown enough ent. Plus, what them?

highlight a particularly

any is not like: "Through the this [XYZ] area, that field".

which I would talk about a rtunities, tors, etc...)"

and have your and your session that you

to ask.

one his/her due whether your are you are applying our ranking as a

made for you, i.e. a t go of other

jects explained

have to show that you are passionate about this particular job opportunity in this

company and you well.

You will need to objective factors geographical factors

"I have developed market share of your homework"

More general but employer might

- Geographic
- Possibility to
- Professional homework: role at the company people you

3) WHY SHOULD

Similar question

What makes you

What value do you

Which skills make

What the interviewer

Depending on your

A generic recruitment manager would future problems particular position

How to prepare

This question is confidence. If you

Choose the skills in your future job example, when databases – but disqualified me which I did indeed So, spend some description is a

this passion so

because of size, resources,

any has gained a shows you did grow in this area"

you vs the current

have done your involved with the job them as great

PURCHASE THE FULL CAREER BOOSTER TOOLKIT TO ACCESS THIS CONTENT

..

yourself. The hiring involve his current and ally required in this

competence and al is very high.

you will actually use future boss. For macros to search uld have probably T Consultancy, come competence. d his team. The job " for almost any

job. Search and e
now? What is he,
can you help him
experiences to fir

Also, make sure y
interviewer need
during the interv
are better at artic
them during the

Show full confide
showing an overs
to hire a maverick

A sample answer

*"I have a very un
joined my last co
strong connection
book, which coul
could well imagin
entire Sales team*

4) WHAT WOULD

Similar questions

What would your

What do you exp

What the interview

Here the interview
can make an imm

How to prepare y

You should jump
and that you cou
about the positio
interviewers a lot
team and greatly

As a matter of fac
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**PURCHASE THE FULL
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CONTENT**

- Start at this particular industry, a sudden transformation, new technologies, and find out all the new regulations and external factors.
- Dive the moment with at the investor relations and sources of information. What: what is limiting your service... ?
- Dive deep into what is limiting your service... ? Did you find out a new employee? Keep you awake at night? Immediate relief?

IMPORTANT: before starting a new job, don't be afraid to ask for a job description and clarify.

Once you are sure you can learn quickly and pay attention to employees who have already been successful.

It is good practice to document your work and how you do it.

A sample answer is:

"First of all I would acquire new clients in the first week review them individually with my experience with them and at least three books at least 4 months"

5) WHERE DO YOU WANT TO GO?

Similar question

What would you do if you were the CEO?

What the interviewer is looking for

Here the interviewer is looking for your vision with reality. They are looking for a development plan. Interviewers would like to see the right vision for the company.



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What the interviewer is looking for

Here the interviewer is looking for your vision with reality. They are looking for a development plan. Interviewers would like to see the right vision for the company.

How to prepare

This is a very typical

It has two tricks in

While developing a
better-looking future
indulge on the desire
manager will be

Also, don't get caught
in the future, but
Mentioning a specific
limit your possibilities
will be impossible

Focus instead on
accumulated by the
like to have obtained
and the team are

A sample answer

*"In 5 years I expect
colleagues in the
experience in inter
our team as a true
be ready for a large
stepped up its re*

6) TELL ME ABOUT

Similar questions:

Could you tell me

Can you describe

What the interviewer

Despite the appearance
disclose a witness
the interview. In
from your experience

How to prepare

Make sure you document
failures will actually
Delta Force are selected
eventually evaluated
they reacted to re

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CONTENT

so.

snapshot view.

interviewer into a
successful, but
of the hiring

out your location
to hear, either.
unnecessarily
organizational reasons

I want to have
hierarchical) you would
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most other
variety of
reputation of
stations. I would
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oblige you to
you to score well at
the ability to learn

record of zero
elite soldiers of the
and they are
rather on how well

Similarly in the
mistakes inevitable
wrong. If a candidate
rocking the boat
emergency might

Try instead to figure
be:

- you act
- you react
- you save
- you react

A sample answer

“We were prepared
realized that we

This is a very typical
you should jump

7) IF WE ASKED

Similar question

How would you

How do you inf

What the interviewer

The question is
define your attitude

How to prepare

Of course this candidate
may have a difficult
gives you an edge
wanted to uncover

Regardless on how
be both positive

A highly competitive
challenge employees
however it may
Development Board

Try to figure out

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On the opposite consulting firm. almost fell down handshake and laughed and the all about serious

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8) DO YOU PR

Similar question

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How do you sup

What the interv

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How to prepare

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If you are going team player qua

- Ability to lis
- Willingness duties
- Prioritize th



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PORTABLE INTERVIEW CHEAT SHEET

Job Interview

Common Questions With A+ Answers

Tell me about yourself

Tip: Decide in advance which of your skills and career highlights best fit the role

Answer: Share those as a personal and interesting story, showing how you got started, where you are now, and how this role is the next logical chapter

What interests you about this position?

Tip: Research the company and position beforehand to find specific things you like around mission, culture, customers, and the role

Answer: Get specific about the impact you want to have and how your skills fit well

What are your strengths?

Tip: Decide ahead of time which of your strengths best match the requirements of the role

Answer: Highlight just 2 to 3 and back them up with memorable stories of times you shined

Tell me about a time you failed. How did you deal with that situation?

Tip: Demonstrate that you are humble, resilient, and growth-oriented

Answer: Tell a story of a setback that you quickly recovered and learned from - and then moved forward

Describe a time you motivated others. How did you accomplish it?

Tip: Even if you are not in leadership, they want to see leadership here - tailoring your approach to the situation and personalities involved

Answer: Highlight a time when you were positive, persistent, and persuasive

Tell me a time you had to handle multiple projects at once. How did it go?

Tip: Focus on your time management and reliability

Answer: Share an example where you used a repeatable system - prioritized in a smart way, delegated, blocked time, gave frequent updates

Describe a time you went through a major change at work. How did you adapt?

Tip: Employers are looking for people who are excited about change, not just tolerant of it

Answer: Tell a story about a big change that impacted you directly and that you adjusted to quickly; bonus if you got others on board

Tell me about a time you set a goal for yourself. How did you ensure you achieved it?

Tip: Show you can Get. Things. Done. That you set clear goals and follow through

Answer: Pick an example where you succeeded in a replicable way - broke the goal into small steps, made progress each day, showed grit through challenges

What's an example of a time you disagreed with a boss or colleague? How did it go?

Tip: Never badmouth the other person (the interviewer is imagining themselves)

Answer: Pick a time when you had a valid case, communicated it professionally, and reached a positive resolution

What are your weaknesses?

Tip: Don't use "I care too much" or other cliches - this is about self-awareness

Answer: Describe 1 to 2 that aren't critical to the role, and note the ways you've been working on them

Any questions for me?

Tip: The only question almost guaranteed to be asked - don't sleep on this

Answer: Ask questions that show you've researched the company or are focused on success (ex: What would success look like in the first 6 months of this role?)

Anything we didn't get to discuss?

Tip: Don't say no! Before the interview, think about the 2 to 3 main points that you want to communicate throughout the interview

Answer: Use this time to reiterate those

JOB SEARCHING TOOL #5: Top Questions to Ask Your Interviewer



Have your questions ready and end your interview on a high note

Eugenio's TOP QUESTIONS TO ASK YOUR INTERVIEWER

Every interview reaches a point where you can imagine, it's over.

You should be burning all your enthusiasm and worth of questions ready to ask.

Important is the PRIMARY question. Make sure you know your questions to, before the interview.

For example, to the HR manager: *"I know you were responsible for hiring me, so I wait to ask YOU how you felt about me."*

Or to the Head of HR: *"I see that you recently implemented a new process, so I was curious to ask how it impacted your employees' appraisal process."*

In general, you can divide the questions into three categories:

- QUESTIONS ABOUT THE COMPANY
- QUESTIONS ABOUT THE POSITION
- QUESTIONS ABOUT THE INTERVIEWER
- QUESTIONS ABOUT THE INDUSTRY

Let's look at best examples for each category:

QUESTIONS ABOUT THE COMPANY

These are the most important questions to run freely into their interviewer's mind. This will make them remember you as a candidate.

- If I take the job, what do you think I will bring to the table?
- Looking at the company's growth, how do you see it from now?
- What are the key challenges the company is facing?
- If I start the job, what are the most important projects I will be working on?
- Could you tell me about the company's culture?

QUESTIONS ABOUT THE POSITION

These would be questions that you need to perform well in. You can use the questions to negotiate later in your salary negotiation. You can use the questions to understand else you can add value to the company. Remember the primary goal is to get the job.

For example, a Sales representative would ask:

are employers. I'm...".

chance to show my skills. I have a 1-hour interview.

y wanted to ask me. I was a bit nervous.

s, so I could not ask you more questions.

porate values, and how it impacted your employees' appraisal process."

is order:

interviewers' mind. This will make them remember you as a candidate.

in order for us to be successful, we need to focus on our core competencies.

uccesses 3 years ago. How do you see the company's future?

company?"

re sure you ask questions that are relevant to the position, which you can use to negotiate your salary.

ny and where you are based.

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- What is the expected turnover for each of the sales calls?

Expected turnover for each of the sales calls to prompt the next

QUESTIONS ABOUT

These questions are longer and harder than the previous ones. All the information

is provided to the employer. The employee should negotiate a better salary. The employee should

- Why is the employee more in debt than a non-performer?
- How long is the employee's tenure? (The longer the tenure, the better the salary.)
- Are there other employees in the same position? Where are they?
- Are there any other employees in the same position?

After how long? Was he

QUESTIONS ABOUT

These questions are specific to the business and are NOT already published. The openness of the employee's salary would be legitimate. In general the employee needs to balance

is also applicable to the information that is provided. It indicates the degree of

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the questions below. The employee should negotiate their pay – but you

FINANCIALS

- Who owns the company? Fully, or partially?
- How is the company financed? Which products?
- Where are the company's customers? Which customers?
- Where are the company's assets? Which areas?
- Is the company profitable? Since when?

RESOURCES

- Which resources are available? Your function?
- Which skills are available? (Do I have...)

- Which problem
How do you g
- How are you i
Not just traini
- How long has
- Where are the
Is there a succ

COMMITMENT & P

- What are you
- What would y
- How long wou

RISKS

- What are the
- How are you r
- What are the

PAST PROBLEMS

- What were yo
- How did you r
- What did the
- What would y

TOMORROW PROB

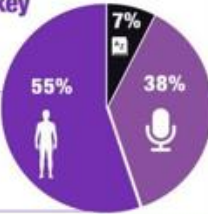
- What do you c
- Are newly hire
- Will they do a
- What would y
- How long wou

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BODYLANGUAGE TIPS FOR JOB INTERVIEWS: Dos and DONTs

You say more with your body than you say with your words

Understanding body language is key for communicating with others
The messages we send aren't just with words.




- Body language accounts for 55%**
- Tone of voice accounts for 38%**
- Words account for 7%**

IN PERSON OR ON STAGE


✗ DON'T DO THIS

- ✗ Sway or step randomly or uncontrollably
- ✗ Pace back and forth like a caged lion




✓ DO THIS

- ✓ Stand firmly, feet shoulder width apart
- ✓ Move with purpose




✗ DON'T DO THIS

- ✗ Steeple your hands
- ✗ Keep hands in the pockets at all times



✓ DO THIS


- ✓ Stand tall
- ✓ Use expansive gestures to project authority



ON CAMERA


✗ DON'T DO THIS

- ✗ Stare off screen or avoid eye contact
- ✗ Stare aggressively



✓ DO THIS


- ✓ Make eye contact 2/3rds of the time
- ✓ It's ok to look away as long as you get back to the camera



Science Tip: Research from Cornell University indicates that consistent eye contact can enhance mutual trust and connection.


✗ DON'T DO THIS

- ✗ Hide behind your hands
- ✗ Rest on your head
- ✗ Be a floating head



✓ DO THIS


- ✓ Show your hands
- ✓ Frame your head and torso



Science Tip: A study in the journal "Frontiers in Psychology" shows that hand gestures can significantly improve audience engagement and retention of information.


✗ DON'T DO THIS

- ✗ Lean too far back
- ✗ Get too up close and personal



✓ DO THIS


- ✓ Frame at eye level
- ✓ Sit at comfortable distance



ANYWHERE


✗ DON'T DO THIS

- ✗ Keep a poker face



✓ DO THIS


- ✓ Use natural expressions



Science Tip: According to a study published in the journal "Neuropsychologia," genuine smiles activate brain areas associated with happiness, making positive impressions more likely.


✗ DON'T DO THIS

- ✗ Clench your hands
- ✗ Hold one hand with another




✓ DO THIS

- ✓ Use open gestures




✗ DON'T DO THIS

- ✗ Repeat the same gestures
- ✗ Point fingers, which can be perceived as aggressive



✓ DO THIS

- ✓ Vary up your gestures
- ✓ Use open body language to show you're listening



Science Tip: A study published in the journal "Aggressive Behavior" indicates that open body language can help de-escalate conflict and promote more constructive dialogue.

JOB SEARCHING TOOL #6:
Eugenio Cavenaghi's THANK YOU NOTE Template



Follow up properly after the interview and maximize your chances of success

Eugenio's THANK YOU Note Template

Sending a Thank You Note is a customary. However, it is a key mental step. A well-drafted Thank You Note, which is they key mental step. A good Thank You Note should be brief and to the point. Thoughtfulness is a key. Most of all, it must be timely.

- **Confirm** that you were interviewed
- **Reassure** the interviewer that you are still interested in the position

SPEED

Do not overthink it. Both you and the interviewer are busy. Reassuring in the note is key. If you have a waitlist, you can ensure timely delivery. However, always be timely.

CONTENT

Your Note needs to be concise. Interviewer development is key. Compact: the note should be long enough to be meaningful. Precise: mention specific details. Personal: well-developed.

Here is a good format for your note:

- CONTENT FORM:
- + Thanks
 - + Main summary
 - + Restate your interest
 - + Ask what else you can do

SAMPLE

Hi [NAME],
I am very grateful for the opportunity to interview for the [POSITION] position. I was very excited about the chance I had to meet you and the team. Thinking about the interview, I was very impressed with the [COMPANY] because [REASON]. Finally, I would love to join the team. I am excited about the opportunity to develop my interview skills. While waiting for the results, I have been doing research in order to be better prepared. Looking forward to hearing from you.
[Your Name]

PURCHASE THE FULL CAREER BOOSTER TOOLKIT TO ACCESS THIS CONTENT

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