

Components of an Ideal Match Card

Attachments to the Match Card:

- ❑ Targeted Resume
 - Requirements from the job description can be found in the resume
 - Specific skills listed under the employment where they used these skills
 - Quantification of accomplishments when applicable, and/or how long they've been practicing that skill
- ❑ Cover Letter (when applicable)
 - Connect how their experience aligns with the job description
 - Even when not required, a cover letter is encouraged. Businesses view this as highly indicative of the candidate's interest and will prioritize referrals that include cover letters
- ❑ Reason for Referral
 - Primarily reference the candidate's *hard skills* and how they match up to the requirements in the job description
 - Something else that we won't find on their resume (ex: reason they want to work for the company, reason they are motivated to find a job, ways that they've demonstrated reliability, outstanding soft skills, etc.)

Example 1:

Jane Doe is a great fit for the Web Development position because she just completed X Bootcamp, and is excited about applying her skillset in this nonprofit role. She was attracted to this opportunity because the organization's mission aligns with her personal values. She meets the requirement of 6 months hands-on HTML experience and has demonstrated her ability to manage a project during her time redeveloping her church's website.

Example 2:

Jose Lopez recently completed a soft skills training and is eager to find his first employment opportunity this summer. He has been punctual to each training event and responsive to our case managers. Jose has an enthusiastic phone presence and will represent your company well in this entry-level customer service role.

Conversation points for a pre-screen call:

- ❑ Why do you want to work for this employer?
 - An engaged candidate will have done research on the company and is able to speak to specific aspects about why they want to work for that employer.
 - If they have a compelling reason they want to work for the company, please add this to the "reason for referral" narrative!
- ❑ Have you mapped out your commute?
 - Candidate should understand their daily commute before they are ready to commit to the referral
- ❑ Candidate should know who the job owner is, in case the business references their name when making the call.
 - Often the business will say, "We received your resume from X..." and the candidate should be prepped in advance, so this does not catch them off-guard