



# THE PURSUIT OF HAPPINESS AT WORK

A PRACTICAL GUIDE TO HAVING A PURPOSE-FILLED CAREER

## Resume, Cover Letter, & LinkedIn

A well-written resume has remained a vital part of the recruitment process since Leonardo de Vinci created the first "official" resume over 500 years ago in 1482. Your resume is a printed form of your brand that potential employers review to get a deeper understanding of your professional experience, awards, and achievements.

Although not always asked for, employers expect to receive a well written cover letter along with your resume. Your cover letter gives you an opportunity to include details that your resume does not contain such as an explanation for gaps in employment, or examples that prove you have the skills listed on your resume.

The resume has evolved since the days of de Vinci in a number of ways including format, types of content, and as of late, form factor. LinkedIn has been around for roughly 20 years, but only as of late has taken the dominant position as the preeminent professional social networking platform. LinkedIn will most likely play a role in helping you to navigate employment opportunities, build a professional network, and successfully pursue your happiness at work, so you need to ensure that you are taking full advantage of its capabilities.

There are tons of articles on ways to maximize your job search using LinkedIn. I highly recommend doing some research and finding a few that work for you. Here are a couple that I have used:

- Find Jobs on LinkedIn – Best Practices - <https://www.linkedin.com/help/linkedin/answer/110912>
- How to Use LinkedIn to Get a Job - <https://www.topresume.com/career-advice/14-ways-to-leverage-your-linkedin-profile-during-your-job-search>

I subscribe to the notion that two heads are better than one and given how crucial these branding artifacts are to a career, I suggest seeking the guidance of a professional who can help you craft the story that you want to portray to a potential employer. For 10+ years I have benefited from the collective wisdom of Maryann Riggs and Kaplan Mobray, both master brand makers and storytellers who have helped me on my pursuit of happiness at work. If you too want to benefit, I recommended sending either of them a message. Tell them that James sent you. You won't be sorry.

### Maryann Riggs

Certified Professional Resume Writer (CPRW)  
Certified Resume Specialist in the field of Information  
Technology (CRS-IT)  
516-938-5649 | [mriggs@optonline.net](mailto:mriggs@optonline.net)  
[linkedin.com/in/maryannriggsresumewriter](https://www.linkedin.com/in/maryannriggsresumewriter)

### Kaplan Mobray

Award-Winning Author.Motivational Speaker.Career  
Consultant  
[kaplan@kaplanmobray.com](mailto:kaplan@kaplanmobray.com)  
347-528-6792  
[Rehabmyresume.com](http://Rehabmyresume.com) | [Kaplanmobray.com](http://Kaplanmobray.com)