



Dear Applicant,

If you are interested in a career with the Taurus Team (or applying for work in general) then this letter is for you.

Know that—ensuring great candidates join our team, is both the most difficult and important thing we do. A rigorous hiring process is unavoidable on our journey to industry leader.

Core Message: *One great application is better than 100 OK applications. OK applications get lost, or worse, get you employment at OK workplaces. Take time to stand out.*

- **Before Applying**

Do not apply before: 1. Researching our industry 2. Understanding what we do and don't do. 3. Reflecting on our Values/Culture.

- **Applying**

Read the application top to bottom. If a posting asks for certain steps to be taken, do so. Many people are “detail-orientated” but miss details in the job posting. Submitting Word documents is a sin.

- **Resume**

This is less important than you think it is. That said, it needs to look good, be well formatted, and have proper punctuation and grammar. If you feel your resume needs some work, put in some time doing so. Condense to 1 page if possible; the point of a resume is not to get a job, it is to get an interview.

- **Cover/Intro Letter**

Spend time writing a customized letter; stock letters are worse than no letter at all. Succinctly describe who you are, why you think you would be a great fit today and 5 years from now. Describe your interest in the specific industry and show you are knowledgeable about the company and what we do. Make yourself stand-out by printing your cover/intro letter and hand-signing it.

- **Phone Interview**

Be responsive and accommodating while scheduling. Be ready at the allotted time and be in a



place with good reception. Listen deeply. Observe whether your responses answer the core question; this is not easy and frequently missed. Prepare a 120 second elevator pitch of your life's story; include detail and specifics and end at how you came to apply. Relax and be you. Prepare 2-3 great questions. Follow up.

- **In Person Interview**

Breath; interviewers are nervous too. Dress professionally. Be 5 minutes early. Bring hard copies. Practice 10 most common interview questions and organize your thoughts. Prepare more questions. Follow up.

One of Taurus' missions is to make our team better humans simply for having worked here. Within this paradigm, we are continually thinking, writing, and discussing how we can approach our work and life better. It permeates everything we do, including the hiring process. Whether you end up working here or not, it is our aim that these simple notes make you a better applicant and improve your future wherever you end up.

PS. When you're looking for work, there is this perception that employers sit behind castle walls coldly swatting away applicants one by one. Please know that the opposite is true; employers hope every application they see is "the one". Employers spend much energy looking for the right people and, in most cases, wish it to be over. Our fingers are crossed that you are "the one". Good luck.

Ben Raps

CEO, Taurus Team