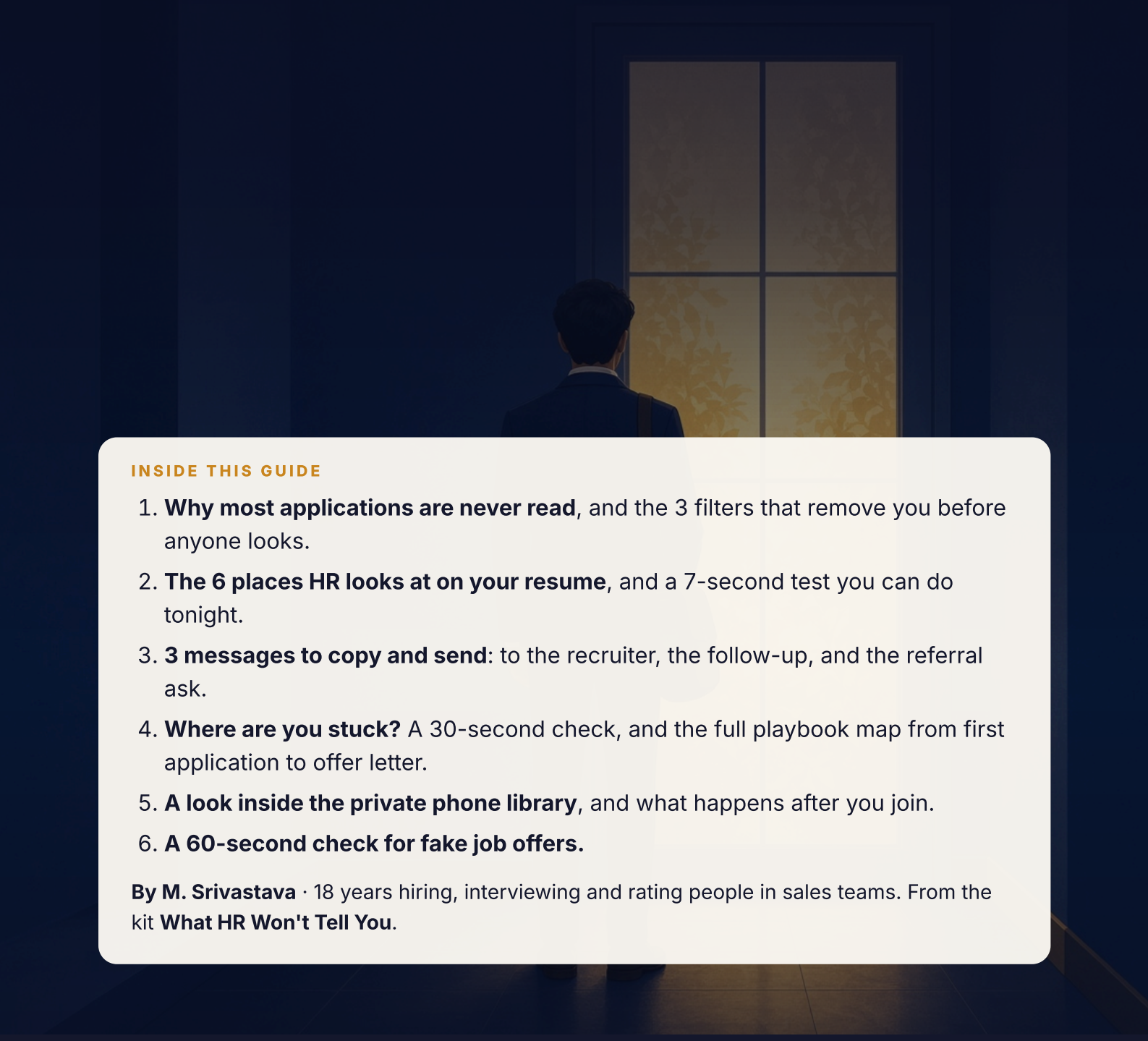
FREE GUIDE · 8 PAGES

What HR checks in 7 seconds

And the exact words that get you a reply. A short, practical guide for job seekers in India, from the side of the table that decides.



INSIDE THIS GUIDE

1. **Why most applications are never read**, and the 3 filters that remove you before anyone looks.
2. **The 6 places HR looks at on your resume**, and a 7-second test you can do tonight.
3. **3 messages to copy and send**: to the recruiter, the follow-up, and the referral ask.
4. **Where are you stuck?** A 30-second check, and the full playbook map from first application to offer letter.
5. **A look inside the private phone library**, and what happens after you join.
6. **A 60-second check for fake job offers.**

By M. Srivastava · 18 years hiring, interviewing and rating people in sales teams. From the kit **What HR Won't Tell You**.

This free guide covers **3 of the 29 chapters** in the full kit.

Get the full kit · ₹499 →



Why most applications are never read

A single job post in India can get hundreds of applications, sometimes thousands. Nobody reads them all. HR sorts them, and most people are removed before a human looks at a single line. These are the 4 places it happens:

1

The filter questions

"Notice period?", "Willing to relocate?", "Years of experience?" One careless answer removes you in one click.

2

The timing

Recruiters often shortlist in the first few days and stop once they have enough good people. **Apply within 72 hours.**

3

The search bar

HR types the skills from the job post. If your resume doesn't use the same plain words, you drop down the list.

7s

The first look

If you get through, HR often decides in seconds. One well-known recruiter eye-tracking study measured about 7.4.

The rule that changes results: 5 careful applications in the first 72 hours will usually do more for you than 60 rushed ones on a Sunday night.

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Get the full kit · ₹499 →

PART 2 · THE 7-SECOND LOOK

The 6 places HR looks at first

1 Your name

2 Current job title and company

3 Dates of that job

4 Previous job title and company

5 Dates of that job

6 Education

If these six don't fit the job, HR moves on. **Fresher?** HR looks at the same spots: your name, degree and college, passing year, best internship or project, and the role you want.

The 7-second test (do it tonight)

Show your resume on a phone to a friend for 7 seconds. Take it back and ask:

Ask your friend	If they get it wrong, fix this
What is my job title?	Write your title clearly at the top
Where do I work now?	Put current company on the same line as title
How many years of experience do I have?	Make dates easy to see on the left
One thing I achieved?	Move your best number into the top third
What job am I looking for?	Add the target role under your name

Resume: do

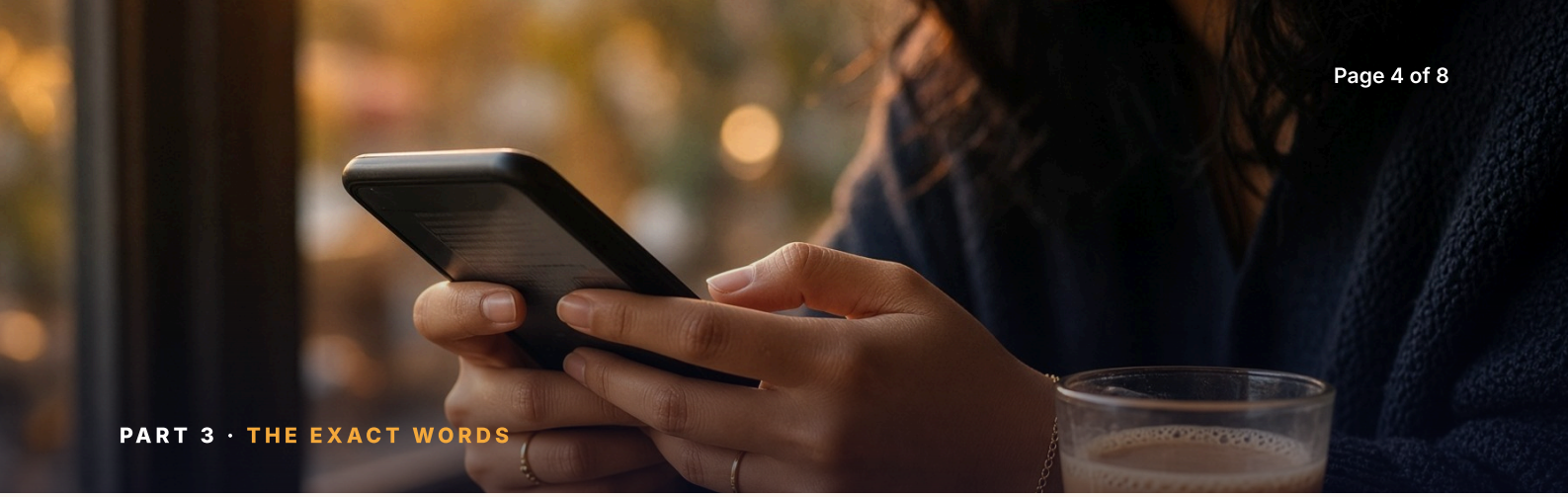
- ✔ One column, bold job titles
- ✔ Bullets that start with a number
- ✔ Read it aloud to catch typos

Resume: avoid

- ✖ Photos, icons and skill bars
- ✖ Certificates at the very top
- ✖ Two-column fancy designs

6 resume templates with filled examples, ready in Word.

Get the templates · ₹499 →



PART 3 · THE EXACT WORDS

3 messages to copy and send

Most people apply and wait. A short, specific message puts your name in front of a person. Change the [brackets] to something true about you.

1 · TO THE RECRUITER, RIGHT AFTER YOU APPLY

Hi [Name], I applied for [Role, Job ID] on [date]. In my current role I [one result with a number], which matches [one line from the job post]. I'm based in [city], notice period [X days]. My resume is attached, with the most relevant work at the top. Thank you for considering it.

Send on LinkedIn or email within a day of applying. Don't know the recruiter's name? The full kit shows how to find it.

2 · FOLLOW-UP WHEN YOU'VE HEARD NOTHING (DAY 7)

Hi [Name], a short follow-up on my application for [Role, Job ID]. I'm still very interested. Since applying I [one new thing: finished a course, a new number]. Happy to share anything that helps.

Always add one new thing. Never send just "any update?"

3 · ASKING SOMEONE YOU KNOW FOR A REFERRAL

Hi [Name], long time! Hope [city / company] is treating you well. I saw [Company] is hiring a [Role] ([link]). I've spent [X] years in [area], most recently [one result with a number]. Would you be comfortable forwarding my resume to the hiring team? Here is a 2-line summary you can forward as it is: [2 lines about you]. Totally fine if not!

Send 3 careful referral requests a week, not 30.

34 messages like these, plus 20 interview answers.

Get all 34 messages · ₹499 →



Where are you stuck?

A 30-second check:

- ✔ Applied 20+ times, almost no calls → you are losing at **Step 2: Get noticed**
- ✔ Calls come, but no second round → **Step 3: Clear the calls**
- ✔ Final rounds, but no offer or a low one → **Step 4: Win the offer**

This guide covered part of Step 2. The full kit has a chapter for **every** step. Each takes 7 to 15 minutes: a real-life story from inside the HR room, **what HR won't tell you**, one task for today, and the exact words to use.

BOOK 1 · INSIDE THE HIRING ROOM · 14 CHAPTERS

STEP 1 **Find the problem**	**Start here:** find the hiring stage you're losing in (a 3-minute check)
STEP 2 **Get noticed**	1. Why most applications are never read 2. How HR reads your resume in 7 seconds 3. How recruiters find people who never applied 4. How referrals skip the queue 5. How to explain a career break in one line
STEP 3 **Clear the calls**	6. The 3 silent decisions on HR's first call 7. Why strong candidates lose the interview 8. What the panel says about you after you leave
STEP 4 **Win the offer**	9. Decode your CTC and negotiate the offer 10. How a background check can cost you the offer 11. Spot a fake job offer before you pay
STEP 5 **Start strong**	12. Your first 90 days after the offer + Closing story: where every candidate ended up, and why

Book 1 has **a chapter for every step** where people lose a job.

Get the playbook · ₹499 →

PART 5 · EVERYTHING IN THE KIT

Not just tips: the tools to use them

Reading is not enough. The kit gives you ready-made tools, so each chapter ends with something you can send, fill in or practise today.

34 ready messages: referrals, follow-ups, HR, thank-you notes

20 interview questions, what each one tests, and a model answer

6 resume templates with filled examples (Word files)

1 salary workbook: CTC to in-hand, and how to ask for more

Toolkit: The Exact Words

- ✔ Referral asks, follow-ups, notes to HR, thank-you notes
- ✔ Answers for "What is your current salary?" and 19 more common questions
- ✔ Resume templates for freshers and experienced people

Salary and offer workbook

- ✔ See your real in-hand pay from any CTC
- ✔ Know what to ask for before you reply
- ✔ Ask for more without losing the offer

Bonus · Book 2 · Inside the Appraisal Room · 15 chapters for after you're hired

- How your raise is decided before your review
- What your rating really measures
- How a 5 becomes a 4 in the rating meeting
- The hidden "potential" score behind promotions
- Getting credit for work you did
- Staying visible when you work remotely
- What AI is really doing to your job
- How layoff lists are made, and your first 72 hours
- How to ask for a raise, and when
- Growing your career after 40

+ 5 more chapters.

STRAIGHT ANSWERS

Will this get me a job?
No honest product can promise that. It shows you what HR checks at each step and gives you the words to use. The work is yours.

I'm a fresher. Is it for me?
Yes. It has a fresher resume template, fresher interview answers and a plan for your first job.

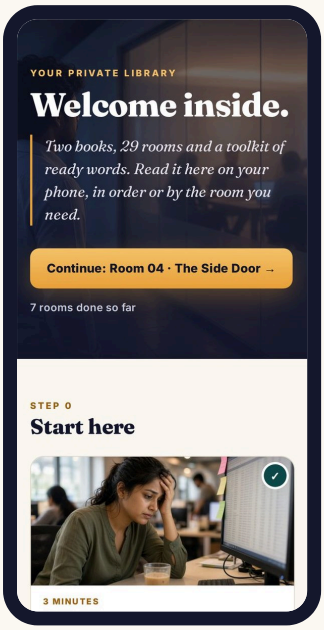
2 books · 29 chapters · a toolkit · under ₹18 a chapter

Get the full kit · ₹499 →

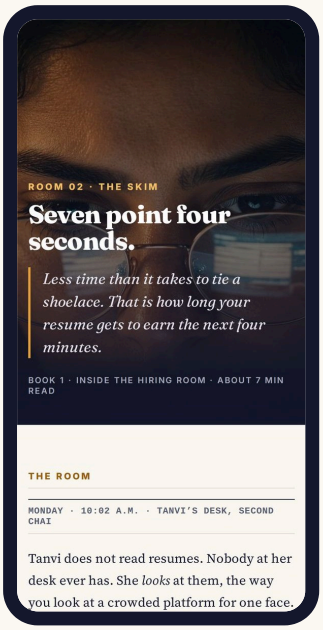
PART 6 · NOT JUST A PDF

Your own private library, on your phone

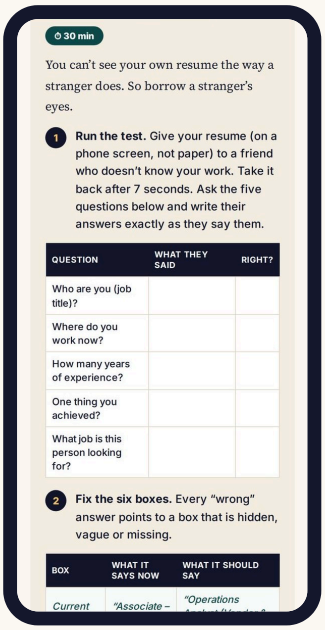
When you join, you get a personal login. The whole playbook opens like an app on your phone or laptop. No app to install. These are real screens. (In the library, each chapter is called a "room".)



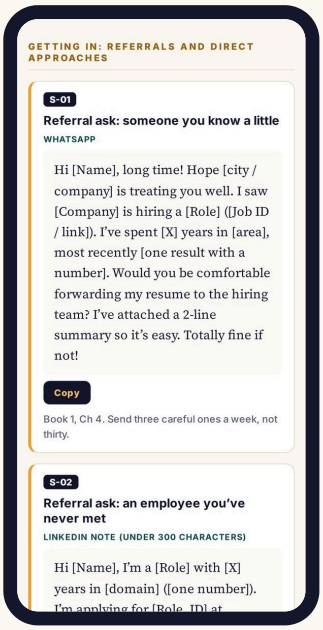
Your library home: it remembers where you stopped



Short chapters, easy to read on a phone



A task in every chapter: type your answers in



Ready messages with a Copy button

- ✔ **Private login** with your email. Only you can open it.
- ✔ **Progress and notes are saved to your login**, so they follow you from phone to laptop.
- ✔ Read in order, or jump to the chapter you need today.

- ✔ **Copy, change the [brackets], send.** Every message is ready for WhatsApp, LinkedIn or email.
- ✔ **Files to keep**: PDFs of both books, Word resume templates and the salary workbook.
- ✔ Simple English. Made for India.

WHAT HAPPENS AFTER YOU PAY

1

Pay ₹499 safely
UPI, card or net banking through Razorpay. We never see your payment details.

2

Create your login
You land on a welcome page. Tap "Create my login" with the same email. It takes 1 minute. Everything is also emailed to you.

3

Fix one thing tonight
Start with the 7-second resume test. About 10 minutes, and your resume is already better.

3-day refund: email hello@srivastavadigitalservices.com within 3 days for your full ₹499.

Start tonight · ₹499 →



PART 7 · STAY SAFE

The 60-second fake job offer check

Fake "HR teams" target people who are tired of waiting. If you see **even one** of these, stop and check before you reply or pay.

- ✕ They ask you to pay: a "registration", "verification" or "refundable" fee, or a laptop deposit
- ✕ You got the "offer" without a real interview
- ✕ Everything happens only on WhatsApp or Telegram
- ✕ The email comes from Gmail or Yahoo, not the company's own domain
- ✕ The salary is far too high for the work
- ✕ They push you: "Seats are limited, pay today"

Real companies never ask you to pay for a job. If you have already paid, call the cyber crime helpline **1930** or report at cybercrime.gov.in. Forward this free guide to anyone in your family who is job hunting.



FOUND THIS USEFUL?

Get the complete playbook: What HR Won't Tell You

- Book 1, Inside the Hiring Room: from resume to offer letter
- Toolkit "The Exact Words": 34 messages, 20 interview answers, 6 resume templates
- Salary and offer workbook
- Bonus Book 2, Inside the Appraisal Room: raises and promotions
- Your own private library with login, on any phone

₹499

One-time payment · 3-day refund · prices change soon

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