

[peacock logo here]

Undeniable

Your Job Search Toolkit

Simple steps, ready-to-copy prompts, and scripts
for every stage of your job search.

GENERAL EDITION

Choose a service and get this same toolkit personalized with your information.

Start Here

This toolkit walks you through your whole job search, one small step at a time. You do not need to read it all at once. Start with the stories, then use the rest when you need it.

You do not need to be good with technology.

If you can copy, paste, and attach a photo to a text message, you can do everything in here. Every step tells you exactly what to tap or click.

What's inside

Section	What it helps you do
Your Stories Come First	Turn your real work moments into resume lines people remember.
Your AI Playbook File	Set up a free AI assistant that already knows you.
Lanes	Pick the types of jobs you want and keep one resume for each.
LinkedIn, Click by Click	Set up your profile so recruiters can find you.
Special Situations	Career breaks, leaving the military, hourly and trades work.
Prompt Library	Copy-and-paste messages to send your AI assistant.
Interview Toolkit	Questions to ask, how to close strong, and what to send after.
Offer Toolkit	How to ask for more money, or say no politely.
Checklist	Track your progress and your dates.

This is the General Edition

Everything in here works for anyone. When you choose one of the services below, you get **this same toolkit generated with your own information**: your lanes, your stories, your job titles, and your prompts already filled in.

Want it personalized?

Do It Yourself Playbook	Done For You
Answer a few simple questions and tell your stories	Answer the same simple questions and tell your stories
Your personal Playbook file for your free AI assistant	Your resume(s) written for you , one for each type of job you want
Step-by-step setup instructions, with your kickoff message filled in	Your full LinkedIn content : headline, About, experience, skills, and Open to Work settings

Do It Yourself Playbook	Done For You
This toolkit, personalized with your information	Your personal Playbook file and setup instructions
You and your AI assistant write and tailor your resume	This toolkit, personalized with your information

New to AI? Read this first.

An AI assistant is a free website you type to, like texting. It writes back. You can use any of these: **claude.ai**, **chatgpt.com**, **gemini.google.com**, or **copilot.microsoft.com**. Make a free account with your email, and that's it.

The one rule

The AI only knows what you tell it. If it writes something that isn't true about you, tell it: "That's not true. Please remove it." Never send anything you can't back up.

Your Stories Come First

This is the most important page in the pack.

Tools and templates make a resume look good. **Stories make it believable.** Every strong bullet in this method came from someone describing a real moment from their work.

Why stories work

Most resumes list duties: what anyone in that job would do. A hiring manager has read that sentence hundreds of times. A story shows what **you** did, how you did it, and what changed because of it. Nobody else can write that bullet.

Stories don't have to be fancy

Below are three real stories, copied exactly the way people typed them. Some are long, some are messy, some have typos. **That's perfect.** Your AI does the polishing. You just tell it what happened. Notice how different the basic line is from the line that came after the story.

Example 1: an implementation turnaround

Basic bullet (before the story)

Supported district implementations and provided training.

The story, exactly as told

Ah, where do I start, which do I choose? Although I've always had my own workload, I quickly became the person called when an implementation wasn't going in the right direction. [...] As soon as I saw that the diagnostic assessment was only at 30% completion across the district within two weeks of the launch, I took a nosedive deeper into the data. [...] By the end of the year, engagement had increased by 353% and students grew 4.4 times their expected growth. Now that's what I call an implementation!

After the story

Turned a struggling implementation from 30% completion into 353% engagement growth and students growing 4.4 times their expected growth by diagnosing the data, fixing district communication, and running regular data check-ins with follow-up training.

Example 2: a behavior therapist helping a family

Basic bullet (before the story)

Conducted behavioral assessments and designs. Implemented behavior intervention plans.

The story, exactly as typed

I had a client with noise sensitivity. She would constantly plug her ears with her fingers anytime the noise in her therapy room would increase or if the noise she could hear was displeasing to her. Sometimes she would escalate to self injurious behaviors, physical aggression to the nearest person, or even property destruction. This noise could be someone's voice she didn't like, objects falling, a peer playing near her, or even as simple as someone knocking on the door. At the clinic we would conduct 1 to 1 therapy sessions in a therapy room so we were able to modify her environment to suit her needs. We could remove her or the noise stimuli from the environment when she would show precursor behaviors. However, while conducting a parent meeting with her mom she reported to me that this noise sensitivity at home was causing severe maladaptive behaviors and preventing them from going to public places. Mom reported she would self harm at home, attempt to attack her, break TVs, break glass windows, and more. She told me that this would also prevent them from shopping in stores, eating at restaurants, and overall successfully resembling something close to a normal life. So I decided to do some research and see how I could I address this issue. After researching several articles and viewing multiple assessment tools I developed a program to target the issue. I begin by conducting baseline data on the noise level that triggered her ear plugging. I did this by using sounds chosen at random and slowly increasing the volume until she displayed precursor behaviors that showed the noise was bothering her. The baseline data was implemented by 7 different technicians, over 4 different days, 21 sessions (she came 5 hours of the day and 4 days a week), and the time slots that the baseline data was taken was random hours of the day. I graphed the data taken to determine the trend. After that I presented a pair of headphone to her just to see how she would respond to them. Immediately she said "No" and pushed the headphones away. So I begin a program to condition the headphones. We started by simply leaving the headphones on the table during session. Then moving them closer and closer to her each time mastery criteria was met. After she was okay with the headphones touching her hand I begin to place the headphones on her while issuing edibles every 5 seconds this time was slowly increased as mastery criteria was met. Once she left her headphones on for 10 minutes with only receiving verbal praise I added sound to her headphones. The sound I added was of fan blowing because her caregivers reported that since she was younger the fan noise would soothe her. Once she met mastery criteria for keeping her headphones while the noise was playing I went back to the baseline data that showed what level of noise would trigger her and intentionally played a random sound at that noise level. Once she would go to earplug I immediately blocked her and pointed to her headphones instead. In the beginning she didn't understand so I started the program at partial physical which consisted of technicians blocking the ear plugging and grabbing her wrist to gently guide her to the headphones. Once she would place them on her head she would receive an edible and it would also remove the displeasing noise stimuli and replace it with something she liked. After meeting mastery criteria for each prompt level I would decrease the prompt level until she would independently grab the headphones when hearing a displeasing sound and press play on her preferred sound. Once she did this at the clinic independently and frequently I begin to schedule home sessions with her mom and taught her how to do it in a home setting and public setting. At our next parent meeting mom begin to tell me how much the program has changed their life. She became so emotional she was in tears describing how she's able to simply go get groceries, attend family dinners at restaurants, not worry about constantly replacing tvs, and repairing windows .

After the story (two lines from one story)

Designed and implemented a desensitization and replacement-behavior program for a client whose noise sensitivity triggered self-injury, aggression, and property destruction. Established baseline across 21 sessions, 7 technicians, and randomized time slots, graphed the trend, then conditioned noise-canceling headphones through graduated prompting and systematic fading.

Generalized that program into home and community settings through parent training, restoring the family's ability to grocery shop, eat in restaurants, and attend family gatherings after years of avoiding public places.

Example 3: a store trainer leading a big change

Basic bullet (before the story)

Trained store associates and managers on new processes.

The story, exactly as typed

I lead the creation of content for the transformation of the apparel department into the fashion department. This was a companywide change so all stores I oversaw in my region which contained 7 markets with each market having 15-21 stores went through this transformation on a staggered timeline. I also lead stores with hands-on field visits. Created terminology and acronyms for process retention such as BETZ: Buttons, Edge, Tie, Zip for visual expectation of clothes on display. Once all content was created, I trained supervisors and managers on new processes, they left with completed 30-60-90 days with first follow up at 30 days. Thirty day check-in involves reviewing metrics like floor inventory, stock inventory, markdowns, deleted items, losses, theft, shrink, etc. to then re-evaluate processes, staffing, personnel positioning and utilization, etc. then leaving store supervisor with action plan for 60 day check in, etc. and so on. Other things I did was work with hourly associates where I saw opportunities for growth during store visits and observations. I never took my finger off the pulse.

After the story

Led content creation and rollout strategy for the transformation of the apparel department into the fashion department, a companywide change initiative spanning 7 markets (105 to 147 stores) on a staggered timeline.

Authored original training content and process retention frameworks including BETZ (Buttons, Edge, Tie, Zip), a visual merchandising standard adopted by supervisors and managers across the region.

Trained supervisors and managers on new processes and equipped them with completed 30/60/90 day plans, with metric-driven check-ins on inventory, markdowns, shrink, and staffing.

See what happened?

None of these were written like a resume. Each one turned a basic line anyone could write into proof that only that person could claim.

How to tell a story (four questions)

1. **What was going on?** The problem, the person, or the situation.
2. **What did you do?** Your specific actions, step by step. Say "I," not "we."
3. **What changed?** For the customer, the team, the student, the company.
4. **Is there a number?** How many, how much, how fast, how often. If there isn't one, that is fine. Never make one up.

Tip: talk, don't write.

Open the voice recorder on your phone and just talk through the story like you are telling a friend. Then paste the transcript into your AI chat with the story prompt from the Prompt Library. Messy is fine.

Goal: 2 to 5 stories.

Start with **at least 2 stories from your current job** (or your most recent job if you are not working now) and **at least 1 from the job before that**. Recent work matters most to employers. Add more any time a memory comes back to you.

Your AI Playbook File

Your Playbook File is a single document that holds your background, your job lanes, your formatting rules, and your stories. You attach it to an AI chat so the AI already knows you. You stop explaining yourself every time.

 **You do not need to open this file.**

People often think they need to read it or fill it in. You don't. It is written for the AI. Your only job is to **attach** it.

What goes in it

- **Part 1: Your rules.** Formatting, honesty, and voice rules the AI must follow.

Contact line rule

Your contact line is **phone | email | LinkedIn**, and LinkedIn is always a clickable link to your profile. Add your **city and state** only if you want on-site or hybrid work. Looking for remote only? Leave your location off.

- **Part 2: Your profile.** Your work history, lanes, pay target, location, and remote preferences.
- **Part 3: Job intake.** How the AI screens a job and then tailors your resume to it.
- **Part 4: Your stories.** Your career stories and how to turn new ones into bullets.
- **Part 5: How to use it.** Setup steps for Claude, ChatGPT, Gemini, or Copilot.

Setup: one time, about 10 minutes

1. Go to **claude.ai**, **chatgpt.com**, **gemini.google.com**, or **copilot.microsoft.com**. A free account works. Sign in.
2. Click **New chat**.
3. Click the **paperclip** or **+** in the message box.
4. Attach your **Playbook File**, your **resumes** (include old ones too), and any **cover letters** you have.
5. Copy the kickoff message below, fill in the brackets, paste it in, and press **Enter**.

Kickoff message (copy and paste)

I've attached my playbook file, resumes, and cover letters with [number] different lanes. Please read the playbook fully, then confirm you understand my [number] lanes, my formatting rules, and how you'll screen a job before tailoring anything. From now on, when I paste a job description, follow the Part 3 instructions. When I tell you a career story, follow the Part 4 instructions. Keep everything true to my resume. Never invent anything. Please always keep everything generated in my voice unless instructed otherwise.

Tip: keep coming back to the same chat.

Find it in the chat list on the left side of the screen. If your AI tool offers **Projects**, put your files there instead so every new chat starts with them already attached.

Lanes: One Resume per Job Type

A **lane** is one type of job you are going after. Most people have two or three. One resume that tries to fit every lane ends up fitting none of them.

How to pick your lanes

- 1. List the job titles you would actually say yes to.
- 2. Group titles that need the same skills. Each group is a lane.
- 3. Order them: the lane you want most comes first.
- 4. Build one resume per lane. Same jobs, same facts, different emphasis and keywords.

The honesty rule does not change between lanes.

Every lane uses the **same true facts and the same numbers**. Only the order, wording, and focus change. If a number appears on one resume, it must match everywhere it appears, including LinkedIn.

See how other people grouped their lanes

Customer success and training leader

Lane	Example job titles
Lane 1: Enablement & Strategy	Director of Enablement, Customer Enablement Manager, Enablement Strategy Lead, Customer Education Manager
Lane 2: Professional Services	Professional Services Program Manager, Implementation Manager, Director of Professional Services, Delivery Manager
Lane 3: Professional Learning	Director of Professional Learning, Learning & Development Manager, Training Manager, Instructional Designer

Retail leader moving into corporate training

Lane	Example job titles
Lane 1: Regional Training & Development	District Training Manager, Regional Learning & Development Manager, Field Trainer, Facilitator Development Lead
Lane 2: Change Management & Transformation	Change Management Manager, Transformation Program Manager, Training Content Developer, Rollout Lead
Lane 3: Multi-Unit Retail Leadership	District Manager, Regional Operations Manager, Area Manager, Store Operations Lead

Military veteran moving into civilian work

Lane	Example job titles
Lane 1: Operations & Program Management	Operations Manager, Program Manager, Project Manager, Operations Supervisor
Lane 2: Supply Chain & Logistics	Logistics Manager, Supply Chain Analyst, Transportation Coordinator, Warehouse Operations Manager
Lane 3: Cloud & Security	Cloud Support Specialist, Security Analyst, IT Operations Specialist, Systems Administrator

Hourly and frontline worker with different skills

Lane	Example job titles
Lane 1: Education Support	Paraprofessional, Substitute Teacher, Teacher's Aide, After-School Program Staff
Lane 2: Driving & Delivery	Delivery Driver, Courier, Route Driver, Transportation Aide
Lane 3: Personal Care	Personal Care Aide, Home Health Aide, Direct Support Professional, Caregiver

Tip

A lane is a group of job titles that need the same skills. Most people have 2 or 3. Your lanes can look very different from each other, and that's okay.

Screen before you tailor

Before building a tailored resume, the AI checks the job against what you need: pay, remote or on-site, schedule, travel, workload. Some jobs that say "remote" are really high-pressure quota jobs. Screening saves you from spending an hour on a job you would not take.

LinkedIn, Click by Click

Steps below are for a computer browser. The phone app has the same options, sometimes in a different spot.

1. Headline

Formula: **Target Title | Skill | Skill | Credential or Proof**. Use words recruiters type into the search bar.

2. Experience bullets

LinkedIn does not have a bullet button. Copy bullets from your guide exactly as written. They start with a bullet symbol and a space, so they line up neatly when you paste them.

3. Skills: add 15, pin your top 3

1. Go to your profile. Scroll to **Skills**.
2. Click the **+** to add a skill. Add all 15 from your list, one at a time.
3. Click the **pencil** icon next to Skills.
4. Find the skill you want at the top. Click the **three dots** or **pin** icon next to it.
5. Choose **Pin to top**. Repeat for your second and third skill.
6. LinkedIn allows **only 3 pins**. To swap one, unpin it first, then pin the new one.

4. Open to Work

1. Click **Open to** under your name, then **Finding a new job**.
2. Add up to 5 **job titles** from your lanes.
3. Add **locations**: your metro area **and** a separate entry that says **Remote**. Without the Remote entry, remote searches can skip you.
4. Choose **job types** (full-time, contract, part-time).
5. Visibility: **Recruiters only** if you are employed. The green frame is fine if you are not.

5. Your custom link

1. On your profile, click **Edit public profile & URL** on the right.
2. Click the **pencil** next to your URL. Type your name, like firstname-lastname. If it's taken, add a middle initial or your field.
3. Click **Save**. Copy the new link.

6. Put the link on your resume

1. Open your resume in Word. Highlight the LinkedIn text in your contact line.
2. Right-click and choose **Link** (or press Ctrl + K, or Cmd + K on a Mac).
3. Paste your link in the **Address** box. Click **OK**. Save.

7. Recommendations

Ask two or three people who saw your work up close. Make it easy for them:

Recommendation request (copy, edit, send)

Hi [name], I'm updating my LinkedIn as I look for my next role. Would you be open to writing a short recommendation? If it helps, you could mention [the project or result you worked on together]. Happy to return the favor. Thank you!

Special Situations

Coming back after a career break

- Say it plainly, one line, near the top. Do not apologize and do not hide it.
- Put any current license or certification right up front, with its expiration date.
- Specific stories erase doubt faster than anything else. Lean on them.

Leaving the military

- Use the **civilian version** of your title (for example, operations manager instead of a rank or unit role).
- Replace acronyms and military terms with plain business language.
- Keep service details brief. Lead with results, scope, and any clearance.

Confidential client work

- Describe the situation, what you did, and the result. **Never name the client.**
- Use descriptions instead: "a major offshore operator," "a regional health system."

Hourly, frontline, and trades work

- Keep it short and simple: one page, plain layout, no extra sections.
- Lead with certifications, licenses, equipment, and reliability (shifts covered, safety record).
- If writing is hard, answer the intake questions by voice memo or text. That works just as well.
- Never put age, race, or other personal details on a resume.

Reality checks the AI should give you

- **Pay:** is your target realistic for this title and area?
- **Remote:** is this field truly remote, or mostly in person?
- **Rates:** if you freelance, keep day rates off your resume and LinkedIn.

Prompt Library: The Prompts Behind the Results

These are the prompts used to build real resumes and LinkedIn profiles that led to interviews and offers. Copy one, replace the [brackets], and paste it into your AI chat. If you set up your Playbook File, your AI already knows the rest.

How to fill in brackets

Delete the brackets and type your answer. Example: [city] becomes Houston, TX.

Building the resume

Full build from your old resume

Using my attached resume, build a resume for [lane or job title]. I want [remote / hybrid / in-person] work near [city], at least [\$ pay]. Keep every fact true. Do not invent or inflate any number. Single column, ATS friendly, my name in normal capitalization with my target title under it, and phone | email | LinkedIn on one line, with LinkedIn hyperlinked to my profile. Only add my city and state at the front if I'm looking for on-site or hybrid work. If I'm remote only, leave my location off.

Multiple lanes

I'm open to [lane 1], [lane 2], and [lane 3]. Build one resume per lane. Use the same facts and the same numbers on every version. Only change the emphasis, order, and keywords. Tell me which lane looks strongest based on my background.

Clean, simple layout

Make the layout short, to the point, and simple. No extra information. Clean cut visually.

Bold that helps a recruiter scan

Don't bold the start of each bullet. Instead, bold the key numbers and keywords inside the bullets so a recruiter scanning for 6 seconds sees the proof.

Add without changing

Don't change anything that's already there. Only use this to add what isn't already there, and keep it in my voice. [paste your current text]

Turning stories into bullets

Story to bullet

Here's a story from my time as [job title]. Turn it into one or two resume bullets using Part 4 of my playbook. Ask me follow-up questions if you need a number or detail, but never invent one.

[paste or type the story]

Interview me for stories

Ask me 10 questions, one at a time, that will pull real career stories out of me for my [lane] resume. Wait for my answer before asking the next one.

Tailoring to a job

Screen first

Here's a job description. Before tailoring anything, screen it against my playbook: pay, remote or on-site, schedule, travel, workload, and how well I match. Give me a straight answer on whether it's worth applying.

[paste job description]

Then tailor

Tailor my [lane] resume for this job using my playbook. Match their keywords where they are true for me. Show me what you changed.

Short cover letter

Write a short cover letter for this job that doesn't exaggerate anything. Three short paragraphs, in my voice.

LinkedIn

Full LinkedIn content

Write my LinkedIn content for [lane(s)]: a headline, an About section in first person, experience bullets that match my resume, 15 skills with the top 3 to pin, and the job titles and locations for Open to Work. Include my metro area and Remote as separate locations.

Starting from scratch

I don't have a LinkedIn yet. Give me everything I need to set it up, in the order I should do it, with every piece of text ready to copy and paste.

Interviews and outreach

Polish an interview answer

Help me polish my answer to "[interview question]" using this real story. Keep it under 2 minutes out loud and in my voice.

[your story]

Referral email

Draft a short email to [name] asking about the [job title] role at their company. They know me from [how]. Keep it warm and under 120 words.

Sign-offs

Give me 10 short and sweet sign-off options for this email.

Keeping your voice

Teach it your voice

I'm pasting a few things I wrote myself: past application answers, emails, or posts. Only proofread them. Don't rewrite. Use them to learn how I sound, then write everything from now on in that voice.

[paste your writing]

Interview Toolkit

Most interviews end with: "Do you have any questions for us?" Always say yes. Pick 3 or 4 of these. Write them on a notecard or in your phone before the interview.

Questions to ask at the end

1. What's a typical day like in this role?
2. Who will train me for this position, and how?
3. What does success look like in this role, and how will it be measured?
4. What should I accomplish in my first 3 months?
5. Is any work expected outside regular hours?
6. What's the typical career path from this role?
7. What's the biggest challenge for someone in this position?
8. What's the biggest challenge for the department right now?
9. What are the department's upcoming goals?
10. Based on our conversation, do you have any concerns about my ability to do this job, or about me as a candidate?
11. How do I compare to the other candidates you're considering?
12. What's the most pressing thing this hire can take off your plate?
13. What's the number one strength you need in the person you hire?
14. From what I've seen, a common struggle in a role like this is [____]. Is that what you're seeing too?
15. What brought you to this company, and what has kept you here?
16. What's the most rewarding part of working in this position?
17. How has your role helped you grow?
18. If I'm selected, what can I start doing now to prepare for my first day?
19. What are the next steps in the process?
20. What are the opportunities for growth and development in this role?

Tip: the brave question

Number 10 feels scary, but it is the most powerful one. It gives you a chance to clear up any doubts **while you're still in the room**, instead of after you leave.

Before you leave: ask about follow-up

Say this

Thank you again. Just so I know what to expect, when would be a good time for me to follow up if I haven't heard anything?

Or this, if you have other interviews going

I'm exploring a few opportunities, so I'd love to keep things moving. Would it be okay if I followed up by [date] if I haven't heard back?

How to close an interview strong

The last two minutes are your chance to leave them thinking, "This person really gets what we need."

1. End with why you fit, not just thank you. Repeat back what they need, then connect it to what you've done.

Example

From everything we've talked about, it sounds like your biggest goals are [goal] and [goal]. Those are exactly the kinds of challenges I've handled in my last roles, and that's where I can help here.

2. Ask the brave question.

Say this

Before we wrap up, is there anything in my background or our conversation that gives you pause about moving forward?

If they share a concern, stay calm. Answer it with a real example. If they say no, great. You know where you stand.

3. End looking forward.

Say this

I'm even more excited about this role after our conversation. I can already see where I could help with [area]. What are the next steps?

4. Send a short thank-you within 24 hours. Short and sweet. Don't repeat the whole interview.

Thank-you message (copy, fill in, send)

Thank you again for the conversation today. I left even more excited about how I can help [company] with [goal]. I look forward to the next steps.

[Your name]

"What's something not on your resume?"

This question is your chance to show **who you are**, not just what you've done. Avoid answers like "I don't have any weaknesses." That can sound defensive.

Good answers sound like this (only use one that's true for you):

- "I really enjoy helping people grow. Watching someone get better at their job is one of my favorite parts of work."
- "I'm good at walking into a messy situation and bringing calm, structure, and clear next steps."
- "I listen before I act, especially when things are changing."
- "I hold myself accountable, and I like teams where people feel supported, not afraid."
- "I've made mistakes, and they taught me how to work in a way where people can succeed without burning out."

After you apply: message the hiring manager

Most people apply and wait. A short message to the hiring manager helps you stand out, and it takes about 10 minutes.

1. On LinkedIn, search the company name plus the job's department, like "[company] customer service manager."
2. Click their name, then **Message** (or **Connect**, then **Add a note**).
3. Paste this, fill in the brackets, and send.

Message to the hiring manager

Hi [name], I hope you're doing well. I applied for the [job title] role at [company] today and wanted to reach out directly.

A bit about me: [one sentence about your experience]. Recently I [one or two things you're proud of].

This role caught my eye because [a specific reason that connects to your background].

I'd be glad to answer any questions. Either way, I wish you the best with this hire.

[Your name]

[Your email]

Offer Toolkit

Good news first

Getting an offer means they want **you**. Asking politely for more money almost never makes them take the offer back.

Asking for a higher salary

1. Thank them and say you're excited.
2. Name the number you're aiming for. Look up the pay range for the job title in your area first.
3. Ask if they can get closer to it. Then wait for their answer.

Email (copy, fill in, send)

Hi [name],

Thank you so much for this offer. I'm excited about joining [company] and the [team name] team.

Based on the scope of this role, I'm aiming for a base salary of \$[amount]. Would it be possible to revisit the base salary at that level?

Either way, I'm grateful for the offer and excited about the team.

[Your name]

Saying no to a low offer, politely

Sometimes the pay just doesn't work. You can say no and still keep the door open.

Email (copy, fill in, send)

Dear [name],

Thank you for offering me the [job title] position at [company]. I truly appreciate your time and the chance to get to know the team.

After careful thought, I need to decline because the salary doesn't meet my current needs. I'm still very interested in [company], and I'd love to stay in touch about future roles that may be a better fit.

Thank you again,

[Your name]

Tips

Be polite. Be clear. Say thank you. Keep the door open. People remember how you leave.

Quick-Start Checklist

- ☐ Tell 2 to 5 stories: at least 2 from your current job and 1 from your job before that
- ☐ Pick your lanes and put them in order
- ☐ Build one resume per lane
- ☐ Set up your AI Playbook File and send the kickoff message
- ☐ Update your LinkedIn headline and About section
- ☐ Add 15 skills and pin your top 3
- ☐ Turn on Open to Work with your metro area and Remote
- ☐ Set your custom LinkedIn link and add it to your resume
- ☐ Ask 2 or 3 people for recommendations
- ☐ Screen every job before you tailor
- ☐ Write down your dates as you go
- ☐ Pick 3 or 4 questions to ask before every interview
- ☐ Send a thank-you within 24 hours of every interview