



 Premium Action Guide

Hiring Tips: Land Interviews Faster with Smart Outreach + Optional Automation

A rigorous, zero-fluff playbook to pick your lane, build proof, tailor an ATS-ready resume, run targeted multi-channel outreach, and (optionally) automate sourcing and tailoring — without spamming or breaking terms.

 **Updated for 2026**  **≈\$0.02** Approx. AI resume-tailoring cost per application (source-reported)

 @jobhacki · JobHacki Community



Start Fast

Clear first steps you can take
this week.



Real Sources

Built from people who
actually did it.



Honest Numbers

Source-reported pay, costs,
and risks.

Get the Full Guide Vault →

 Includes checklists, scripts & source-backed insights

YOU WILL LEARN

- ☒ What you'll build
- ☒ Step 1 —  Choose your target role with intent
- ☒ Platforms & tools
- ☒ Step 2 —  Build proof that matches the work

✓ Step 3 —  Capture measurable outcomes early

✓ Step 4 —  Craft an ATS-ready, role-first resume

► MODULE 01

What you'll build

A complete job-search system: a focused target role, evidence that proves you can do the work, an ATS-optimized resume, and a repeatable outreach routine that reaches real decision-makers. For power users, you'll add a light automation that pulls roles into a tracker and generates tailored resumes or proposals in minutes.

You'll avoid the common traps (spray-and-pray, overlong profiles, unproven claims) and use precise, role-matched proof and messages that get replies.

- 1 Pick a lane and build hard evidence fast
- 2 Tailor an ATS-ready resume for each role
- 3 Apply, then reach 3 humans who influence hiring
- 4 Track everything; follow up with intent
- 5 Optional: automate sourcing and tailoring ethically

► MODULE 02

Platforms & tools

Lead & Outreach

2 free · 6 paid

 LinkedIn •

 Upwork •

 Loom •

 Apollo •

 Cal.com •

 Smartlead •

 Fiverr •

 Instantly •

Website Builders

0 free · 2 paid



AI Models

0 free · 5 paid



Dev & Hosting

0 free · 2 paid



Automation

1 free · 3 paid



► MODULE 03

Step 1 — Choose your target role with intent

Pick a lane before you optimize anything. Ask which job descriptions spark curiosity, what background you bring, what evidence you can build in 30 days, what your local market wants, and where you want to be in 3 years.

If deciding between cybersecurity tracks, run a 30-day test: 15 days for SOC tasks and 15 days for GRC tasks; then decide which felt clearer and stronger. If both attract you, focus on one for 90 days while learning broadly.

Tip

Don't pick GRC because you think it's easier. Strong GRC still demands clear writing, real evidence, stakeholder skills, and technical understanding.

► MODULE 04

Step 2 — Build proof that matches the work

Create small, explainable projects that mirror daily tasks of your target role and write crisp bullet summaries of what you did and learned.

SOC examples: a basic SIEM or log analysis lab, a Windows event log write-up, a phishing email analysis, or a defensive pathway on TryHackMe/Hack The Box with notes. GRC examples: a sample risk register, a basic security policy, a mock supplier security review, or controls mapped to frameworks (ISO 27001, Essential Eight, ISM, CPS 234).

HANDS-ON PRACTICE



TryHackMe

Guided SOC/blue-team labs 



Hack The Box

Defensive and investigative labs 

Tip

Avoid vague bullets like “Completed SOC labs.” Write what you built, why, your findings, and impact. Role-appropriate projects beat volume.

► MODULE 05

Step 3 — Capture measurable outcomes early

Quantify outputs before you lose access to systems (e.g., during layoffs). Keep a living doc of key metrics tied to outcomes and accuracy.

Example quantification: “Processed 500+ records weekly at 99% accuracy” (example-only). Translate responsibilities into measurable results hiring managers care about.

Tip

If you can't articulate measurable results, you're invisible to current and future employers. Track numbers as you work.

► MODULE 06

Step 4 — Craft an ATS-ready, role-first resume

Tailor to each role using the job's language. Use a vertical "Areas of Expertise" list and front-load your best proof in the top section. Manually sort sections by relevance instead of strict reverse-chronological when changing careers.

Include exact keywords from the posting (e.g., HIPAA, Zendesk, Intercom, Python, JSON, basic SQL) as appropriate. Use ChatGPT to tighten grammar without over-formalizing. Output in markdown ATX headings so it converts cleanly to Google Docs.

PROMPT – RESUME TAILORING (ATS-FRIENDLY)

System: You are an ATS-savvy resume editor. Keep the candidate's voice, tighten grammar, and match the job's vocabulary without exaggeration. Output in markdown ATX; 3–5 bullets per role with metrics.

User: You'll receive (1) my base resume and (2) a target job post.

- Extract keywords and must-haves from the job.
- Rewrite my summary and top bullets to foreground the matching proof.
- Insert a vertical list of 8–12 expertise keywords the ATS will parse.
- Keep dates and employers unchanged.
- Return: a tailored resume in markdown ATX plus a 3-bullet rationale.

[BASE_RESUME]

[JOB_POST]

Tip

Employers scan resumes in an “F” pattern: across the top, down a bit, across the first bullet, then down the left. Lead with your strongest, most role-relevant lines.

This site can't be reached

googledocs.com's DNS address could not be found. Diagnosing the problem.

DNS_PROBE_STARTED

Reload

Google Docs — where you'll do this

► MODULE 07

Step 5 — Research targets and track everything

Before outreach or interviews, research the company's age, mission, and key people on LinkedIn. Track roles and contacts in one place to avoid duplicate effort and missed follow-ups.

Create a Google Sheet with: Position Name, Job Type, Company Location, Description, URL, Customized Resume (link), Date Created, Posted At, Scraped At. Add columns for Contact 1/2/3 and Follow-up dates.

WHERE TO RESEARCH

Tip

Some remote employers hire only in specific states for payroll/compliance. Check location restrictions before investing time.

network

 Continue with Google

Sign in with email

By clicking Continue to join or sign in, you agree to LinkedIn's [User Agreement](#), [Privacy Policy](#), and [Cookie Policy](#).

New to LinkedIn? [Join now](#)



LinkedIn — where you'll do this

► MODULE 08

Step 6 — Optimize presence on primary platforms

Tune your footprint where hiring actually happens. Small, specific changes drive visibility and replies.

Platform	What to do in this step
LinkedIn	Use a vertical expertise list (check-mark effect); front-load first 100+ characters with strongest social proof; research interviewers; connect with 2–3 people per target team; avoid overloading your profile with everything.
Indeed	Run precise searches; save alerts; capture links in your tracker; don't auto-apply via bots; tailor a resume per posting; note application restrictions (state/time zone).
Upwork	Fill every section (consultations, portfolio, skills, catalog, testimonials, certs, history, linked accounts); ask clients to close contracts and leave written reviews; front-load your overview with the best proof.

Tip

Incomplete profiles get buried. Not filling sections like portfolio, skills, and certifications lowers ranking and discovery.

► MODULE 09

Step 7 — Apply, then reach the real decision-makers

Submit the application, then contact three people: (1) recruiter or hiring manager, (2) someone in the role, (3) that team's sales leader or adjacent leader. Use multiple channels (LinkedIn, email, sometimes Twitter) to increase visibility.

Ask for a brief conversation and include one compelling, specific line about why you align. Be concise and respectful; show you did the homework.

Tip

Recruiters are often entry-level and overwhelmed. Don't rely on a single LinkedIn message after applying — it gets buried. Email decision-makers directly.

► MODULE 10

Step 8 — Add a 1–2 minute Loom to stand out

Attach a brief Loom introducing who you are, the exact role you're pursuing, and one example of relevant proof. Link it in your email or application form.

If you reference their site or your portfolio, screen-share and narrate. Keep it human and specific.

Tip

Scroll while recording. A static screen looks like a screenshot and reduces perceived effort.

► MODULE 11

Step 9 — Use AI to polish, not replace you

Let AI clean grammar, extract fields, and produce structured outputs you can paste — you keep control of voice and claims. Treat the model like an API by sending JSON and requesting JSON back for easy parsing.

Template the majority of your documents; have AI fill the small, variable parts. This keeps tone stable and results predictable.

Tip

Do not have AI generate entire documents. Template your text and have AI complete specific, constrained sections only.

► MODULE 12

Step 10 — Optional: build a sourcing + tailoring automation

Automate the boring parts: pull fresh roles, evaluate fit, tailor a resume, and log everything to Google Sheets/Docs. Keep human review before sending.

Use marketplace scrapers instead of building your own to respect anti-scraping controls. Never auto-apply; you risk terms and reputation.

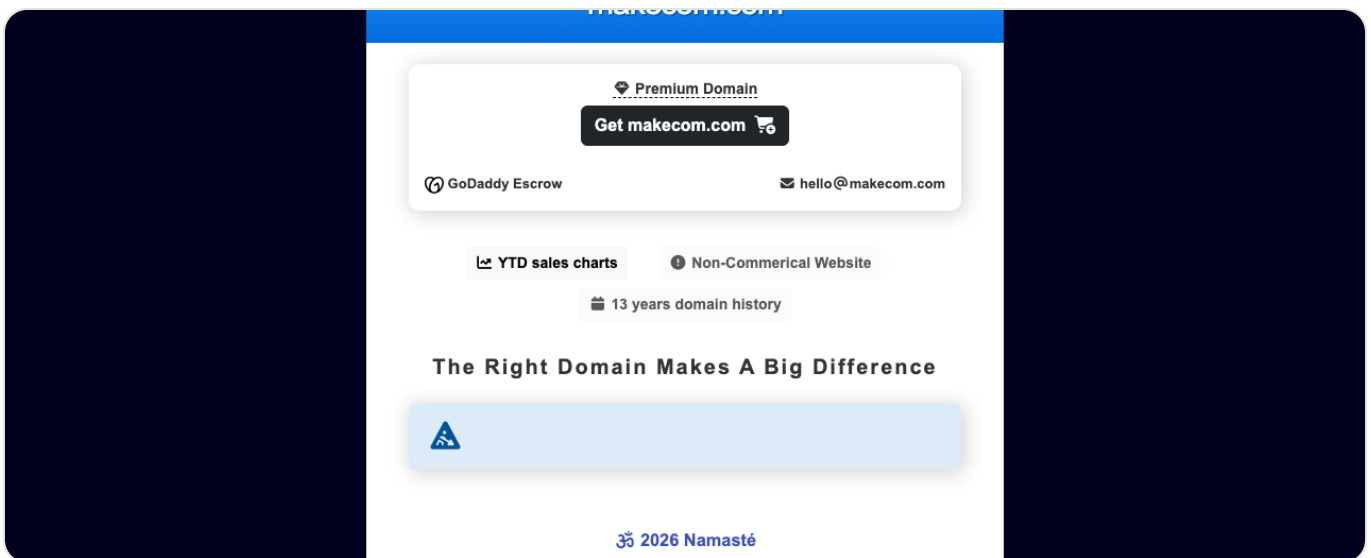
Platform	What to do in this step
Make.com	Scenario A: Trigger → Run Apify Indeed Bulk Scraper Actor (set job title/location/max items) → Watch for actor completion → OpenAI module to tailor resume → Create Google Doc → Add a Google Sheets row with job, links, and notes. Scenario B: Hourly watcher to pick new jobs, sanitize text (Set multiple variables), and post next actions. Use Hookdeck for long delays; Break/Ignore modules for retries.
n8n	Nodes: HTTP trigger or schedule → Apify node (add API key) to run Indeed actor with search parameters → OpenAI node (add API key) for evaluation/tailoring → Information Extractor node for name/email from resume → Switch node for file types (PDF/DOC/TXT) and extract text accordingly → Google Sheets node to append a row with mapped fields → Optional AI Agent node to score fit with structured JSON.

Tip

Avoid auto-applying to jobs (e.g., via Indeed) — it violates terms and hurts your brand.
Wireframe first (e.g., in Excalidraw) so you know triggers, sources, and AI boundaries.



Google Sheets — where you'll do this



make.com — where you'll do this

AI agents and workflows you can see and control

Get started for free

Talk to sales

Build visually, go deep with code, connect to anything. Every step of your agents' reasoning, traceable on the canvas. Deploy on your infrastructure or ours.

The world's most popular workflow
automation platform for technical

Meta

SEAT

zendesk

daddle



n8n — where you'll do this

► **MODULE 13**

Step 11 — **Configure keys and credentials (one-time)**

n8n + Google Sheets: Create Google credentials in n8n → In Google Cloud Console, create project "job finder" → Enable Google Sheets API → Configure OAuth consent (app name "job finder", your email) → Create OAuth client (Web app) → Add your n8n URL as Authorized redirect URI → Copy client ID/secret into n8n → Publish and sign in.

Apify: In Apify settings → API & integrations → Copy API key and add to your node/scenario.

OpenAI: Create a secret key in your OpenAI account and paste into your automation tool's credential store.

Tip

During Google OAuth, the warning screen is normal. Click Advanced and accept permissions to proceed.

Step 12 — Add a job-fit scoring agent (structured output)

Insert an AI agent node that compares the job description with your resume and returns strengths, weaknesses, risks, rewards, overall fit, and justification — each in separate JSON fields. Use a structured output parser/JSON schema so it's easy to map to your sheet.

Keep extraction separate: use a dedicated Information Extractor node for first name/last name/email from standardized resume text, not the main agent. Add a Switch for different resume file types (PDF/Word/TXT) and extract accordingly.

Tip

Don't overload one agent with too many tasks. Constrain it to scoring; use separate nodes for parsing and file handling.

Step 13 — Map and store everything in Sheets

Map fields in your Google Sheets node: date/time, job title, company, description, posting date, URL, tailored resume link, strengths, weaknesses, risk, reward, overall fit, and justification.

After each run, open the sheet to verify rows were added and links work. Keep notes for follow-up status and contact outcomes.

Tip

When using Apify, prefer "watch actor runs" to trigger only when new data arrives rather than polling on a fixed interval.

Step 14 — Test, monitor, and harden your workflow

Run with sample inputs and inspect logs. If an error occurs, have your AI assistant review recent executions and propose fixes; re-run after changes.

Enable storing incomplete executions to retry; use Ignore/Break modules for flaky APIs; add exponential backoff on retries; use Hookdeck to queue/transform and for long delays. Double-check Google Drive nested file IDs when creating or downloading Docs.

Tip

Without storing incomplete executions, you can't effectively retry or schedule break/retry cycles for transient API failures.

Step 15 — Upwork: generate high-velocity proposals (optional)

For freelance roles, configure an agent to create (1) application copy, (2) a Google Doc proposal, and (3) a Mermaid flowchart for your approach — all from a pasted Upwork job. Split these into three subflows for reliability. Ask clients to close contracts and leave written reviews to boost ranking.

PROMPT – UPWORK: PROPOSAL JSON (APPLICATION COPY)

System prompt: You are a helpful intelligent Upwork application writer.

User prompt: Your task is to take as input an Upwork job description and return as output a customized proposal.

Template example: Hi, I do [thing] all the time. I'm so confident I'm the right fit for you that I just created a workflow diagram plus a demo of your {{job description}} in no code. [Link]

About me: I'm a relevant job description that has done cool relevant things of note, other cool tie-ins. Very neat. Happy to do this for you anytime, just respond to this proposal else I don't get a chat window. Thank you.

Rules and formatting: Output in JSON format with keys for each section, use new line delimited bullet points, avoid emojis and flowery language, use first-person language.

PROMPT – UPWORK: GOOGLE DOC PROPOSAL

You are a helpful intelligent proposal writer.

I'm an automation specialist applying to jobs on freelance platforms.

Your task is to take as input an Upwork job description and return as output JavaScript object notation for a customized proposal which I'll upload to Google Docs.

High performing proposals are typically templated as follows:

- Title of system
- Brief explanation of system
- Hi, as mentioned, I'm so confident I'm the right fit for this that I went ahead and created a proposal for you including a step-by-step of how I do it.
- I've done the below many times and working with specific part of their request is actually one of my favorite parts of automation.
- Here is how we'll build all of this stuff: left to right flow with arrows.
- A little bit about me: bullet points.

Rules:

- Write in a casual Spartan tone of voice.
- Don't use emojis or flowery language.
- If there's a name included somewhere in the Upwork job description, add it for personalization.
- Return step-by-step bullet points.
- Delimit each bullet point with a backslash and include a hyphen.
- Prefer not to mention social proof that includes money and numbers in about me bullet points.
- Use first-person language.

PROMPT – UPWORK: MERMAID FLOWCHART

Your task is to take as input an Upwork job description and return as output a Mermaid diagram that I can visualize using a subsequent Mermaid live editor.

Example output:

graph TD

A[Receive email from Facebook lead ads] --> B[Add to CRM]

B --> C[Send customized SMS]

Rules:

- Only output flowcharts, no sequence diagrams, no Gantt charts.
- Do not output any accessory formatting information like backticks.
- Your first character should be 'g' (for graph TD).

TEMPLATE – UPWORK: ASK FOR A REVIEW (3 OPTIONS)

Option 1:

Would you mind ending the contract and leaving an honest review of your experience? This would help me on Upwork a ton. If you're new to the process, I went and found a guide for you just in case. I can also walk through it myself. I'll leave you one, too, which will help freelancers choose who to work with and how your job ranks.

Option 2:

Would you mind closing the contract for now and leaving a written review? It tends to help me rank up a fair bit on Upwork's search feature, which gives me access to a bunch of new jobs. I'll happily work with you again anytime. You just have to send me a new offer and accept the contract. Let me know if you have any questions.

Option 3:

Hey, could you do me a favor and be the one to end our contract together? Most people leave their contracts open and don't realize they can close them. If a freelancer closes the contract, the client isn't prompted to leave a review immediately, and the likelihood of a review is much lower. If you close it, it says, 'Leave a written review for freelancer, optional,' making it much more likely they will leave one.

Tip

Most Upwork competition is weak. Consistent tailoring, full profiles, and proactive review collection can move you up fast.

► MODULE 18

Step 16 — 🎯 Tailor by industry (quick checklists)

Patient advocate/telehealth: daily tasks include medical records requests, authorizations, retrieving records, assisting patients, managing tickets (email/chat/SMS), and phone.

Highlight HIPAA, medical terminology, documentation, accuracy, Microsoft Office, and communication. Prior data entry/medical office/helpdesk experience helps.

Customer support (e.g., Moab, Park Aid): show ticketing tools (Zendesk/Intercom), basic troubleshooting, calm problem solving, going above and beyond. If you have Python, API reading, JSON, or basic SQL, include them. Park Aid notes perks like cell phone stipend, home office allowance, and company laptop (role-specific).

Cybersecurity: SOC — monitor alerts, log review, triage, phishing investigations, endpoint checks, run playbooks, document. GRC — policies/standards, risk registers, control assessments, supplier reviews, regulatory mapping, explaining gaps to business. Reference frameworks like ISO 27001, Essential Eight, ISM, CPS 234 (AU).

FRAMEWORKS TO CITE (GRC)



ISO/IEC 27001

Information security management ↗



ACSC Essential Eight

Australia baseline strategies ↗



ACSC ISM

Information Security Manual (AU) ↗



APRA CPS 234

Financial services (AU) ↗

Tip

Many employers train on their systems post-hire. Emphasize ability to learn quickly and maintain accuracy rather than tool-by-tool experience.

► MODULE 19

Step 17 — Interview like a teammate, not a candidate

Prepare a crisp “Tell me about yourself” that connects your proof to their mission. Bring 2–3 concrete stories: a tough customer issue you solved, how you stayed calm under pressure, and one time you went above and beyond.

Re-read the job description the morning of the interview and mirror its must-haves in your answers. Expect snap judgments; keep answers direct — avoid rambling or “volcano answers” that hint at unresolved issues.

PRE-INTERVIEW RESEARCH



LinkedIn Company Pages

Find mission, people, and posts 

Tip

Not reading the job description closely leads to generic answers. Tie each story to a skill the posting explicitly lists.

► MODULE 20

Step 18 — 🤝 Use these outreach templates

DM – ASK FOR EXPERT OPINION (INFORMATIONAL)

[Name], I'd be very interested to get your expert opinion on this industry and where it's going, could you spare some time?

COLD EMAIL – SHARE RESUME WITH HIRING MANAGER

Subject: Quick intro for [Role]
Hi [Name],

I see you might be leading hiring at [Company] and wanted to personally pass along my resume for the [Role]. I'd love to share how my background could help [team/goal]. If open, I'd appreciate a brief chat.

Thanks,
[Your Name]
[LinkedIn/Portfolio URL]

COLD EMAIL – ASK TEAMMATE ABOUT CULTURE

Subject: [Personalized hook for [Name]]

Hi [Name],

See that you've been on the [Team] at [Company] since [Year]. I'm exploring [Role] there and was wondering if you'd share thoughts on the work and culture. Any advice is appreciated.

Thanks in advance,
[Your Name]

DM – AFTER CONNECTING (CULTURE INSIGHT)

Subject: [Personalized hook for [Name]]

Hey [Name],

I'm glad we got a chance to connect here. I recently switched gears to pursue a [Function] career and I'm interested in opportunities on the [Team] at [Company]. Would you be willing to share what it's like working there and the culture?

Thanks and events,
[Your Name]

COLD EMAIL – SALES LEADER/HIRING INFLUENCE

Subject: [Personalized hook for [Name]]

Hey [Name],

See that you've been leading the [Team] at [Company] since [Year]. I'm interested in [Role] on your team. Are you involved in hiring? I'd appreciate a quick chat to share how my background could help.

Thanks in advance,
[Your Name]

COLD EMAIL – WARM INTRO MENTION

Subject: [Personalized hook for [Name]]

Hey [Name],

Was just speaking to [Referrer Name] about the role and culture at [Company]. They mentioned you're the right person regarding the [Role]. Would love to find some time to connect about how my background might align.

Best,
[Your Name]

EMAIL – IF ASKED FOR AN APPLICATION NUMBER YOU DON'T HAVE

Subject: Help locating application number for [Role]

Hi [Recruiting/HR Email],

I applied for [Role] on [Date] under the name [Your Name] and don't have an application number. Could you help me locate it or confirm my application is in your system?

Thanks so much,
[Your Name]
[Email] | [Phone]

► MODULE 21

Step 19 — Project-manage your search

Treat your search like a project. Plan weekly targets (applications, conversations, follow-ups), track milestones, and control schedule changes.

Use simple PM tools: an intake checklist, a status report, and a milestone tracker; optionally visualize your week with a quick Excel Gantt (stacked bar, labels, reverse task order, adjust date axis). Sequence activities, note dependencies, and protect focus on the critical path.

Tip

Most learning happens on the job (not in formal courses). Prioritize hands-on projects and real conversations over excessive passive study.

► MODULE 22

Mistakes to avoid



AUTO-APPLY & SCRAPING ABUSE

Don't auto-apply to jobs (e.g., on Indeed). It violates terms and damages your reputation. Use marketplace scrapers ethically and never submit without review.



WALL-OF-TEXT PROFILES

Overloading LinkedIn makes you look unfocused. Lead with role-relevant proof and a clean expertise list.



GENERIC RESUMES

Not mirroring job keywords or quantifying impact sinks ATS and human scans. Tailor every time.



AI DOING EVERYTHING

Have AI fill small, structured parts only. One overloaded agent gets confused; split parsing, scoring, and drafting.



ONE-CHANNEL OUTREACH

Messaging a hiring manager only on LinkedIn is low-yield. Email leaders and teammates too; use short, specific asks.



NO TESTS/DEBUGGING

Without storing incomplete executions or backoff, your automations will flake. Log, retry with exponential delays, and validate file IDs.



UNPREPARED INTERVIEWS

Not rereading the job description or practicing “Tell me about yourself” leads to nervous, unfocused answers.



WRONG TARGET STORY

Building a resume solely around past roles — instead of the next role — weakens career changes.

► MODULE 23

Salary Estimate

\$24–\$30/hr

Park Aid overnight customer support associate; plus cell phone stipend, home office allowance, and company laptop (source-reported)

\$24–\$30/hr

Park Aid part-time customer support associate, floating schedule (source-reported)

\$20–\$22/hr

Seresti Health enrollment specialist (inside sales representative) (source-reported)

\$50–\$60/survey

Prolific surveys (side work; varies by study) (source-reported)

\$1.5k–\$2k/mo

Example-only freelance AI voicemail service pricing (value-based, not guaranteed)

► MODULE 24

Resources

RESOURCES



LinkedIn Jobs

Search roles, research companies and teams [↗](#)



Indeed

Public job listings and alerts [↗](#)



Upwork

Freelance jobs and clients [↗](#)



TryHackMe

SOC/blue-team labs for evidence [↗](#)



Hack The Box

Hands-on cybersecurity practice [↗](#)



ISO/IEC 27001

InfoSec management standard [↗](#)



ACSC Essential Eight

Australia's baseline mitigation strategies [↗](#)



ACSC ISM

Information Security Manual (AU) [↗](#)



APRA CPS 234

Information security for financial services (AU) [↗](#)



NIST SP 800-63B

Digital identity guidelines (passwords) [↗](#)



Mermaid Live Editor

Visualize Mermaid flowcharts [↗](#)



Zapier Careers

Direct company applications [↗](#)



Spring Health Careers

Behavioral health roles [↗](#)



Coursera — AI for Everyone

Foundational AI literacy [↗](#)



Google — Machine Learning Engineer (Professional Certificate)

Structured learning
path



Microsoft Learn — AI training

Free AI/ML learning paths



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Land your dream job. Start your dream business.



OmniCut

Any video → a timestamped, cut-by-cut edit blueprint.



OmniScript

Turn any idea into a viral-ready script with hooks.



Resume Builder

Recruiter-tested one-page resume, auto-built from your LinkedIn.



Job Readiness Simulator

Paste a job link — get tested + your fastest study path.



Tool Directory

Every AI tool that makes money, organized + searchable.



Job Directory

Tens of thousands of live jobs across 12+ ATS systems.



Playbook Directory

100+ grounded, step-by-step income playbooks.

Access 100+ playbooks free — create your account

Get All-Access

[See the community & what's inside](#)

Join free today — founding-member pricing locks in before the tools go paid.

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