



 Premium Action Guide

Job Search Websites: A Multi-Platform System to Find Work Fast

A practical, zero-fluff system to use LinkedIn, Upwork, Google Jobs, Maps, and YouTube to uncover roles, stand out, and land interviews — with simple automations and ready-to-send templates.

 Updated for 2026

 3–5 high-signal applications per day

 @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 — 🎯 Define your target and platforms
- ✓ Step 4 — 🔍 Create saved searches and alerts
- ✓ Platforms & tools
- ✓ Step 3 — 👤 Optimize your profiles for discovery
- ✓ Step 5 — 🌐 Build a simple portfolio site (optional but powerful)

► MODULE 01

What you'll build

A streamlined job hunt system that finds quality roles across multiple sites, tailors your applications fast with AI, and keeps you consistently following up until you land interviews. You'll set up optimized profiles, saved searches and alerts, a simple tracker, and light automations so nothing slips.

Use the platform-specific steps for LinkedIn, Upwork, Google Jobs, Google Maps, and YouTube to surface hidden opportunities and reach real humans fast.

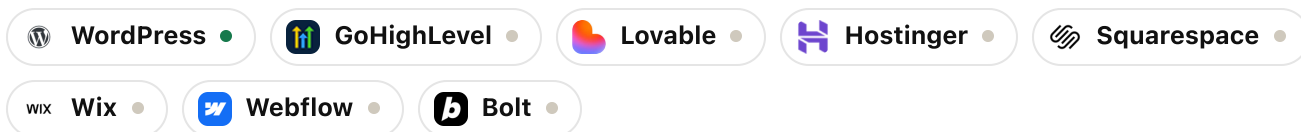
- 1 Choose your role focus and primary platforms
- 2 Build a single source-of-truth tracker
- 3 Optimize LinkedIn/Upwork + set smart alerts
- 4 AI-tailor resume, emails, and DMs in minutes
- 5 Follow a fast, multi-channel follow-up rhythm

► MODULE 02

Platforms & tools

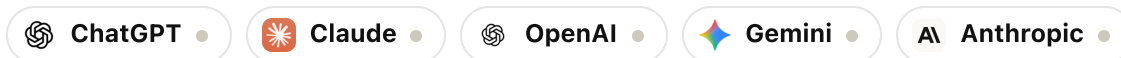
Website Builders

1 free · 7 paid



AI Models

0 free · 5 paid



Dev & Hosting

1 free · 5 paid



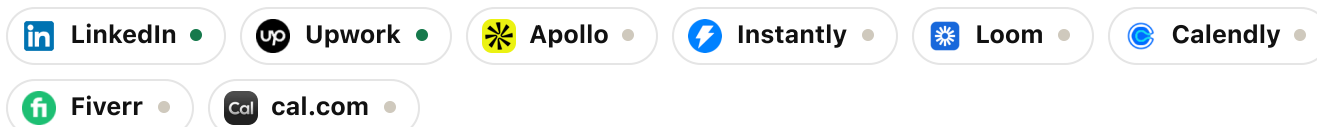
Automation

1 free · 3 paid



Lead & Outreach

2 free · 6 paid



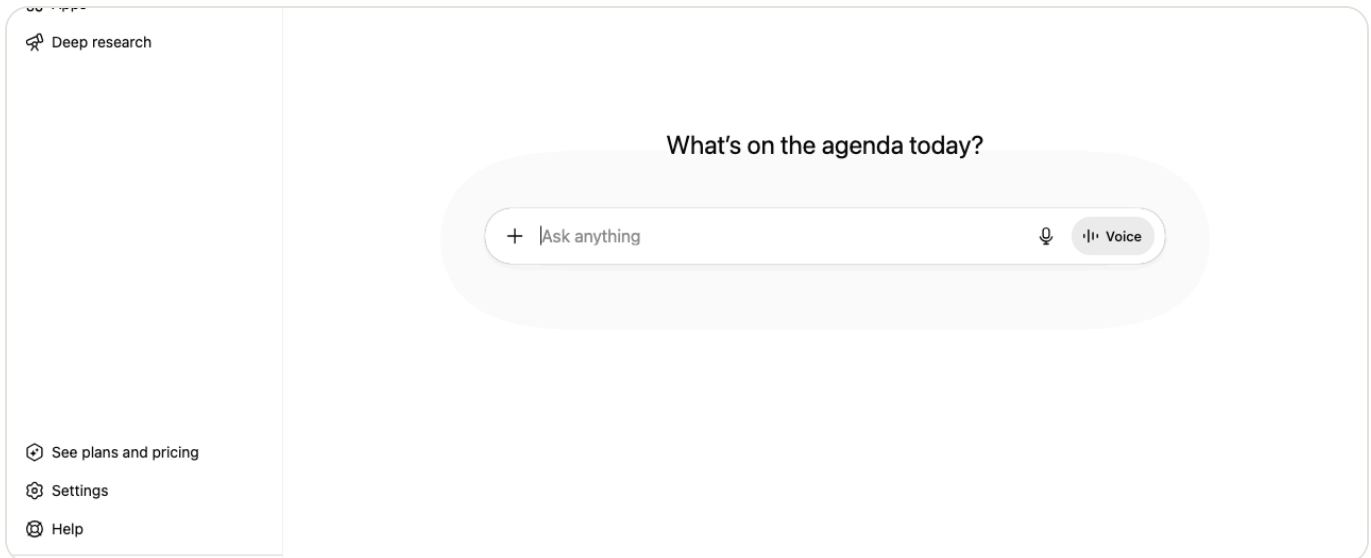
► MODULE 03

Step 1 — 🎯 Define your target and platforms

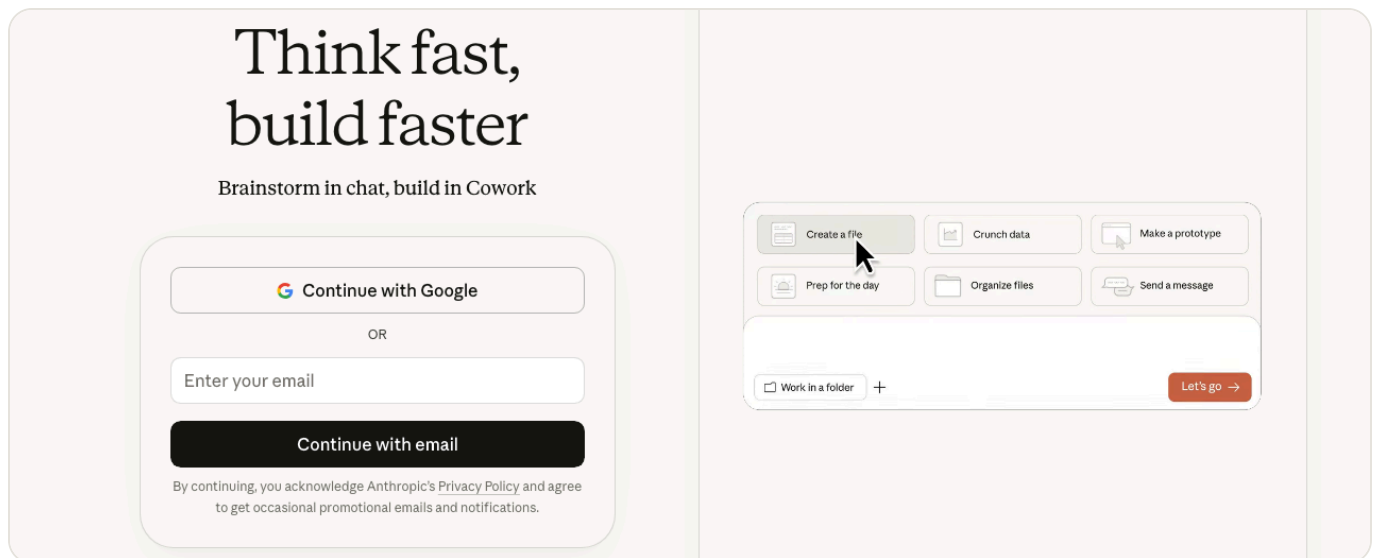
Pick one primary role (and 1–2 adjacent roles), your location/remoteness, and preferred company size. Choose 1–2 primary platforms where your roles are most active: LinkedIn (W-2 + networking), Upwork (freelance/contract), Google Jobs (broad sweep), Google Maps (local SMBs), YouTube (signals from founders). Set a daily volume goal: 3–5 high-quality applications and 5–10 human contacts.

Tip

Avoid ultra-narrow, low-opportunity niches. Target companies with clear hiring signals (fresh posts, active social, recent funding, visible leaders) to keep your pipeline active.



ChatGPT — where you'll do this



Claude — where you'll do this

► MODULE 04

Step 2 — Build a single source-of-truth tracker

Create a Google Sheet to capture every role and touchpoint. Keep it simple and action-oriented so you can sprint daily without context switching.

TEMPLATE – TRACKER COLUMNS

Company | Role | Platform (LinkedIn/Upwork/Google/Maps/YouTube) | Job URL | Contact Name | Title | Email/DM URL | Icebreaker | Status (Saved, Applied, Contacted, Interview, Offer, Closed) | Date Applied | Follow-up On | Notes | Outcome

TEMPLATE – ICEBREAKER HELPER (SECOND SHEET)

Build another sheet named Multi-line Icebreaker with columns: URL | First Name | Last Name | Email | Website URL | Headline | Location | Phone | Multi-line Icebreaker

Tip

Focus on RGAs (revenue-/role-generating activities): apply, message, follow up. Avoid NRGAs like fussing with colors or endlessly reorganizing columns.

► MODULE 05

Step 3 — Optimize your profiles for discovery

Tune each platform so you show up in searches and convert profile views into conversations. Do it once, then maintain monthly.

Platform	What to do in this step
LinkedIn	Use a chest-level photo with bright background; keyword-rich headline; 2–3 line, outcome-focused About with social proof; featured work; complete Experience/Skills; keep “Open to Work” on; be online and responsive.
Upwork	Complete 100% profile; keyword-rich title; variable rates by project; 3–5 portfolio items; strong first 2 lines client-focused; keep online badge on; set specialized profiles if relevant.
Google Jobs	Prepare an ATS-friendly PDF resume (role keywords in summary and bullets). Save versions for your top 2–3 roles to upload quickly on employer sites.
Google Maps	Identify local SMBs you can help; write a one-sentence value proposition aligned to their likely needs (e.g., bookings, leads, operations).
YouTube	Subscribe to target companies/founders; enable notifications; add a concise channel About line mirroring your headline if you contact via YouTube.

Tip

Incomplete profiles sink visibility. Not filling sections (consultations, portfolio, skills, certifications) reduces ranking and responses.

► MODULE 06

Step 4 — Create saved searches and alerts

Lock in role-relevant searches and turn on alerts so jobs come to you. Use filters to shrink noise and surface targets you can actually reach.

Platform	What to do in this step
LinkedIn	Run boolean searches ("[Role]" AND [Skill] NOT recruiter). Filter by location, experience, date posted. Toggle Job alerts to Daily. Save up to multiple searches.
Upwork	Create Saved Searches for your top roles/skills and set notifications. Use connects efficiently. Optionally use appify to scrape listings into your Sheet (manual review recommended).
Google Jobs	Search [Role] [Skill] [Location]. Use filters (date posted, type, experience). Click "Create alert" for daily/weekly emails. In Google web search, exclude big portals with -site:careers.linkedin.com -site:linkedin.com.
Google Maps	Search industry near [City]. Add promising companies to your Sheet with website, phone, and owner's name (if visible).
YouTube	Subscribe to company/founder channels; enable 'All' notifications. Watch for hiring announcements in videos/descriptions; capture contact details.

Tip

LinkedIn and other UGC platforms have strong anti-scraping. Building scrapers is time-consuming; keep automations light and prioritize manual review.

► MODULE 07

Step 5 — Build a simple portfolio site (optional but powerful)

Stand out with a clean one-page site showing outcomes, samples, and a clear way to contact you. WordPress + a lightweight builder works well and is inexpensive.

PROMPT — COPY A PROVEN LAYOUT

Copy the design from [Domain]. But the new website needs to be for [Your Name or Brand], which showcases [Your Role/Services] within [Your Location/Markets]. Include beautiful images of completed work, a short outcomes section, logos/testimonials, and a simple form to request more info. Keep it mobile-first and fast.

Add a contact form (e.g., WordPress + Elementor: drag HTML widget → paste form code → publish). If you forward form submissions via automation, switch the workflow to your production URL and replace the form endpoint before publishing. Configure SMTP so form emails hit inboxes.

Tip

First view matters: avoid a cheap-looking header or clutter. Above the fold, show who you help, how you help, and one clear CTA.

► MODULE 08

Step 6 — Prepare modular resumes and messages with AI

Create 2–3 resume variants and reusable email/DM modules you can tailor in minutes. Keep your core content templated; let AI personalize the final 10–20%.

PROMPT – TAILOR MY RESUME TO THIS ROLE

You are a resume strategist. Rewrite my resume for the [ROLE] role at [COMPANY]. Prioritize accomplishments that match this JD:

[PASTE JOB DESCRIPTION]

My relevant wins:

- 1) [WIN #1]
- 2) [WIN #2]
- 3) [WIN #3]

Instructions:

- Keep to one page (or note if two pages is better).
- Front-load a 2–3 line summary with [TOP SKILLS/TOOLS].
- Mirror JD keywords for ATS without buzzword stuffing.
- Turn duties into outcomes with numbers.
- Return as clean text + a bullet list of must-match keywords.

PROMPT – SHORT, SUCCINCT REPLY EMAIL

Write a concise, human email reply. Variables: [FIRST_NAME], [COMPANY_NAME], [ROLE], [UNIQUE_VALUE_PROP], [EVIDENCE_LINK], [CALL_LINK]. Tone: friendly, professional, no fluff. 3–6 lines max. Include a clear next step with [CALL_LINK].

PROMPT – VALUE-FIRST COLD EMAIL TO A HIRING MANAGER

Write a casual, human cold email (lowercase ok) to [HIRING_MANAGER_NAME] at [COMPANY]. I'm applying for [ROLE]. Lead with one observation from [COMPANY PAGE/RECENT NEWS], then a 1-sentence value prop, 2 bullets of relevant wins, link to [PORTFOLIO_OR_LOOM], and a soft ask for 10 minutes. No clichés. 80–120 words.

Tip

Don't have AI write entire documents from scratch. Template most content yourself and let AI personalize snippets to keep quality predictable.

► MODULE 09

Step 7 — Add a 60-second Loom to stand out

Attach a quick Loom to applications or outreach. Show you did homework and how you'd create value in week one. Keep it tight and visual.

TEMPLATE – 3-PART LOOM STRUCTURE

- 1) 15s intro: name, role, why [COMPANY].
- 2) 15–30s evidence: screen share the JD/site/product; point to 1–2 relevant gaps/opportunities.
- 3) 30s value: how you'd tackle the biggest priority in your first 30–60 days; close with a friendly ask for a short call.

Tip

If you email the Loom, include a thumbnail preview to lift click-throughs.

► MODULE 10

Step 8 — Apply with precision on each platform

Apply where the role lives, and add a personal touch on the same day. Use your tracker to avoid duplicate outreach and to schedule follow-ups.

Platform	What to do in this step
LinkedIn	Use Easy Apply only if your resume variant matches closely; otherwise, click through to employer site. After applying, DM the recruiter/hiring manager with your Loom and 2-line value prop.
Upwork	Apply to 3–5 postings daily. Customize the first 2 lines to the client's pain, attach a small custom asset (doc/demo), and include a 30–60s Loom. This raises response rates 5–10x (source-reported/example).
Google Jobs	Click through to original posting; apply with the most relevant resume variant; log it in the Sheet. If a contact is visible, send your short value email the same day.
Google Maps	For local SMBs without postings, email or call the listed owner/manager with a relevant mini-win you could deliver quickly, then ask for a short chat.
YouTube	Use contact info in the About or video descriptions. Reference the exact video/news you saw and your related result, then link your Loom.

Tip

Don't use bulk marketing platforms (e.g., Mailchimp/Constant Contact) for cold emails to scraped lists; it violates their terms and risks account suspension. Send 1:1 from your inbox.

► MODULE 11

Step 9 — DM playbook to reach real humans

When no posting exists or after you apply, use DMs to start conversations. Lead with value, not a résumé dump.

TEMPLATE – LINKEDIN CONNECT + VALUE

Connect note: “Hi [NAME] – loved your post on [TOPIC]/noticed [COMPANY] is doing [INITIATIVE]. I’m a [ROLE] focused on [RESULT]. Would love to swap notes – promise to keep it brief.”

After acceptance: “Appreciate the connect, [NAME]. Quick value for [COMPANY]: [ONE OBSERVATION]. I’ve shipped [RELEVANT WIN]. If helpful, I can send a 60s Loom showing exactly how I’d approach [INITIATIVE].”

TEMPLATE – AFTER SOMEONE LIKES YOUR POST

“Hey [NAME], saw you liked my post on [TOPIC]. What’s going on at [COMPANY] around this? Happy to share a quick breakdown or example if useful.”

Tip

Respond fast. Replying within ~60 seconds to inbound replies can materially lift conversion (source-reported/example).

► MODULE 12

Step 10 — Follow up and handle common replies

Use friendly, no-pressure follow-ups every 3–5 business days until you get a yes/no. Handle timing and skepticism gracefully with short scripts.

TEMPLATE – NOT LOOKING / BAD TIMING

“Totally understand, [NAME]. Timing matters. Would it be alright if I sent just one quick thing you can use whenever the timing is right? Takes ~2 minutes to skim. No pressure.”

TEMPLATE – NOT INTERESTED / ALREADY HAVE SOMEONE

“All good. Most teams I work with already had someone, too. Would it be okay if I showed one thing I’d do differently – just so you have a comparison on hand? No pressure either way.”

TEMPLATE – TRIED THIS BEFORE; DIDN'T WORK

“Super helpful context. I hear that a lot. Usually the issue is the system, not the idea. Okay if I quickly show how I’d approach it differently so you can see the contrast?”

Tip

Speed matters: odds of contacting a new lead drop by up to 100× after 5 minutes (Harvard research, source-reported). Keep notifications on and follow up promptly.

► MODULE 13

Step 11 — Nail interviews and screening calls

Treat interviews like discovery calls: understand problems first, then match your wins to their outcomes. Keep demos/outlines tight and relevant.

TEMPLATE – INTERVIEW RUN-OF-SHOW

- 1) Rapport (1–2 mins) – why this role/company.
- 2) Their world (5–10 mins) – top goals, blockers, urgency, success metrics.
- 3) Your fit (5–10 mins) – 2–3 wins mapped to their priorities; a mini-plan for first 30–60 days.
- 4) Objections/Next steps (2–3 mins) – address concerns; confirm timeline and owners; propose a follow-up.

Tip

Avoid deep technical tangents clients don't care about (e.g., SEO meta minutiae or prompt-engineering jargon). Keep it outcome-focused.

► MODULE 14

Step 12 — Automate tracking and inbox triage (optional)

Light automations prevent missed replies without overbuilding. Start simple: when an email reply lands, update your Sheet and set a follow-up date.

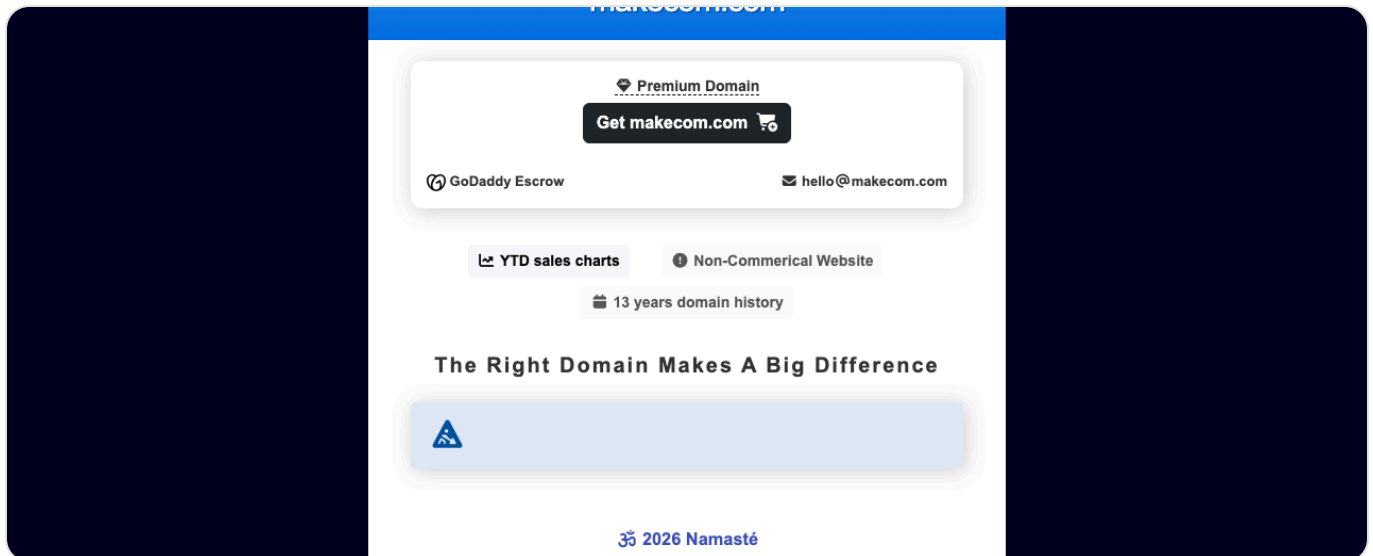
In Make.com, create a scenario to watch Gmail for replies → parse sender + thread → update the matching row in Google Sheets → add a follow-up date. In n8n, do the equivalent with Gmail/IMAP nodes and a Google Sheets node. Optionally, pull Upwork listings into your Sheet with appify for manual review.

Tip

If you're new, Make.com is typically simpler than self-hosting n8n. Keep the first version minimal and reliable before layering extras.



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 15

Step 13 — Build inbound: publish useful mini-assets

A light content stream warms up hiring managers and recruiters. Repurpose one strong piece each week into platform-native posts where your audience lives.

PROMPT — REPURPOSE ONE PILLAR INTO SOCIALS

Here's my recent post/article/video:
[PASTE CONTENT]

Create:

- 3 LinkedIn posts (hook + 3 bullets + CTA)
- 1 LinkedIn carousel outline (7–9 slides)
- 1 YouTube Short script (45–60s)

Tone: practical, outcome-focused, no fluff.

Choose platforms by audience: LinkedIn (B2B/high-ticket), Facebook (over 40/local), Instagram/TikTok/YouTube Shorts (under 35), YouTube (all ages, long-term assets).

Tip

Inbound leads come pre-warmed but take longer to build momentum. Outbound can start results immediately — consistency wins.

► **MODULE 16**

Salary Estimate

If you pursue contract/freelance roles via Upwork or direct outreach, package outcomes and set clear monthly retainers or project rates. Keep entry options simple and results-tied.

Example packages (source-reported/example): \$500/month starter, \$1,500–\$2,000/month for lead gen/ads, \$2,500–\$3,000/month for full suite including ads/SEO. Value-based pricing can be 25%–50% of measured savings when appropriate. Another heuristic: annual outcome ÷ 10 for price setting (example-only).

Tip

Legal paperwork can add friction with small, international clients. A simple SOW and paid deposit is often a clearer signal than heavy contracts early on.

► **MODULE 17**

Salary Estimate

Review your tracker weekly: applications sent, human contacts, replies, interviews, offers. Double down on sources and messages with the highest reply-to-interview conversion.

Define evaluation criteria clearly (e.g., reply rate by template, interview rate by platform, average days to response). Use simple automated metrics where helpful (e.g., email reply rates).

► **MODULE 18**

Mistakes to avoid



BULK EMAIL VIOLATIONS

Using Mailchimp/Constant Contact for cold outreach to scraped/purchased lists violates ToS and risks suspension.



INCOMPLETE PROFILES

Leaving sections blank on LinkedIn/Upwork drops your ranking and response rates.



OVER-AUTOMATION

Scraping LinkedIn or complex bots often break; keep automations light and human-checked.



SLOW RESPONSES

Waiting hours to reply kills momentum; replies decay sharply after minutes (source-reported).



WEAK PORTFOLIO FIRST VIEW

Cheap headers, clutter, or unclear CTA create a negative halo effect.



TECH TANGENTS

Over-explaining SEO/prompt minutiae loses non-technical stakeholders. Stay outcome-focused.



ENDLESS LEARNING LOOP

Consuming more videos/courses is comfortable but doesn't create evidence. Ship applications daily.



WRONG TARGETS

Chasing low-opportunity niches or only giant firms reduces access to decision-makers.

► **MODULE 19**

Salary Estimate

\$500–\$5,000/mo

Typical freelance retainers via job sites
(source-reported/example)

**\$500 / \$1.5k–\$2k /
\$2.5k–\$3k**

Starter / lead gen / full-suite monthly packages
(source-reported/example)

25%–50%

Value-based fee as % of verified savings
(source-reported/example)

\$300/mo

Entry monthly service price used as a
low-friction offer (source-reported/example)

**Annual outcome ÷
10**

Heuristic for pricing outcomes-based projects
(source-reported/example)

► **MODULE 20**

Resources

RESOURCES



**Harvard Business Review — The Short Life
of Online Sales Leads**

Research on response-time impact
(source-reported/example).



Occupational Outlook Handbook (BLS)

Role outlook, pay ranges, and job duties.



O*NET OnLine

Skills, tasks, and keywords for ATS alignment.



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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

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