



 Premium Action Guide

No-Experience Jobs: Land Your First Role Fast

Pick a path, build quick proof, and execute a focused search using platforms like LinkedIn, Indeed, Upwork, and Prolific. Optional automations accelerate tailoring and tracking without spamming or violating terms.

 **Updated for 2026**  **30-day sprint** Concrete evidence to unlock interviews

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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 one entry path
- ☒ Step 3 —  Run a 30-day SOC vs GRC test
- ☒ Platforms & tools
- ☒ Salary Estimate
- ☒ Step 4 —  PM mini-project (coordinator track)

What you'll build

A lean job-hunt system tuned for no-experience roles: pick a lane, build 30-day proof, tailor fast, and apply with smart follow-up. You'll set up a tracker, optional AI-assisted tailoring, and platform-specific tactics across LinkedIn, Indeed, Upwork, and Prolific.

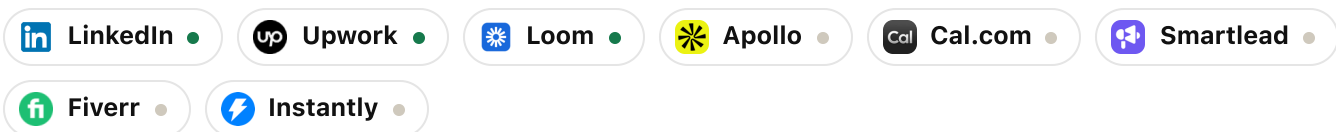
Advanced steps add safe automations (Make.com or n8n + Apify) to find roles and pre-fill tailored materials without breaking terms.

- 1 Choose a path and build role-specific proof in 30 days
- 2 Create a concise, keyword-aligned resume + Loom intro
- 3 Run a simple Google Sheets job tracker
- 4 Apply by platform with focused follow-up
- 5 Optional: Automate sourcing and tailoring safely

Platforms & tools

Lead & Outreach

3 free · 5 paid



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 one entry path

Pick a lane you can explain and evidence in 30 days. Popular no-experience paths: customer support/operations, healthcare admin/telehealth, data entry, tutoring, freelance services (Upwork), cybersecurity (SOC or GRC), and project coordination.

Tip

Stop asking which path is 'better.' Ask: Which day-to-day excites me? What background can I leverage? What proof can I build in 30 days? What does my market hire for? Where do I want to be in 3 years?

► MODULE 04

Salary Estimate

Preview the real work so your resume, projects, and stories match the job.

- Customer Support/Operations: triage tickets, email/chat (Zendesk/Intercom), phone, de-escalations, document solutions, follow playbooks.

- Healthcare Admin/Telehealth: process medical records, send authorizations, retrieve records, assist patients, manage support tickets, coordinate care.
- Cybersecurity SOC: monitor alerts/logs, triage incidents, phishing investigations, endpoint checks, response playbooks, documentation.
- Cybersecurity GRC: policies/standards, risk registers, control assessments, supplier reviews, regulatory mapping, gap analysis.

Role-specific notes

Healthcare: Many companies train you; emphasize accuracy and HIPAA mindset. Spring Health requires some weekend/holiday coverage. Seresti values enrollment/outreach/CRM/HIPAA experience. Support: Basic API/SSO/browser log familiarity (HAR files) helps for Onboard-type roles. Some remote firms hire in specific states—check restrictions.

► MODULE 05

Step 3 — Run a 30-day SOC vs GRC test

If cybersecurity interests you, do a side-by-side sprint to find fit and create evidence.

Days 1–15 (SOC): read 5 SOC ads, learn SIEM/log/phishing basics, complete a defensive lab or log analysis, write a findings summary.

Days 16–30 (GRC): read 5 GRC ads, learn risk/control/audit/framework language, create a mock risk register/control mapping, write a summary.

End-of-sprint: Which made you more curious? Which can you explain clearly? Which produced stronger resume bullets? Commit 90 days to the winner.

PRACTICE LABS



TryHackMe

Defensive pathway; keep notes for resume evidence 

Evidence, not buzzwords

Avoid vague bullets like 'completed SOC labs.' Write what you built, logs analyzed, alerts triaged, decisions made, and outcomes. Don't pick GRC because you think it's easier—great GRC needs clear thinking, writing, evidence, stakeholders, and technical understanding.

► MODULE 06

Step 4 — PM mini-project (coordinator track)

Show you can organize work. Build a lightweight project in Excel using real PM artifacts.

- Use templates: project review, budget, sprint tracker, project schedule, status report, milestone tracker, planner.
- Time management: plan/define/sequence activities, estimate resources/durations, develop and control schedule.
- Create a Gantt: stacked bars, add durations, label tasks, format with no fill, reverse task order, adjust date axis minimum.
- Stakeholders & quality: analyze power/legitimacy/influence; define quality specs and use independent audits (PMs shouldn't audit themselves).
- Procurement & conflicts: evaluate/select suppliers and contract types (cost plus, fixed price, T&M); resolve conflicts via compromising/problem-solving/smoothing/accommodating—optimize for project objectives.

Gantt display tip

Reverse task category order and set a minimum date on the axis to keep timelines readable and correctly ordered.

► MODULE 07

Step 5 — Data mini-project (analyst track)

Demonstrate analysis fundamentals using Python or Google Colab. Keep scope small and explain decisions.

- Pipeline: data collection → cleaning → EDA → features → modeling → evaluation.
- Preprocessing: handle missing (<5% drop; else impute mean/median/mode; prefer median for skew), normalization (min-max) or standardization (z-score).
- EDA: distributions, outliers, patterns, relationships; visualize with matplotlib/seaborn.
- Algorithms: linear/logistic regression, k-NN, decision trees, random forest, SVM, XGBoost, CatBoost; know regression vs classification evaluation.
- Learning types: supervised (labels needed), semi-supervised (few labels, infer rest). Reinforcement learning is complex—out of scope now.

Learn in order

Most people jump to prompt engineering or new AI tools. Start with fundamentals; tools change—principles don't.

► MODULE 08

Step 6 — Craft a role-targeted resume

Write for skimmers and keyword scans. One page, relevant-first, evidence-led bullets. Manually order entries to match the role (not always reverse-chronological).

- Keywords: mirror the posting (e.g., member support, HIPAA, healthcare, Zendesk/Intercom, Python, JSON/API reading, basic SQL, communication, organization).
- Evidence bullets: what you did, how you did it, and the outcome/accuracy/volume (e.g., processed 500+ records/week at 99% accuracy—example only).
- Freshers: highlight education, internships, achievements, and soft skills (time management, collaboration, resilience, communication).

Formatting reality

Recruiters read in an 'F' pattern: top line, first bullet, then down the left. Front-load strongest proof, use a clean layout, and avoid overstuffing. If you've contributed to a recognized open-source org (e.g., Meta OSS), include it.

► MODULE 09

Step 7 — Polish with AI (light assist)

Use AI to tighten grammar and tailor bullets—don't let it write the entire document. Keep your voice, add role-specific keywords, and ensure facts are true.

PROMPT – RESUME TAILORING (PASTE JD + RESUME)

System: You are a precise resume editor. Only modify phrasing and order; do not invent experience.

User: Here is the target job description:

[JOB_DESCRIPTION]

Here is my resume (paste text only):

[RESUME_TEXT]

Tasks:

- Insert relevant keywords from the JD without adding false claims.
- Reorder bullets to match top JD priorities.
- Keep to one page; cut low-relevance items.
- Output in markdown ATX style with headings and bullet points.
- Return a brief 3-bullet summary of changes at the end.

Structure output

Treat AI like an API: ask for JSON or markdown outputs you can reuse. Keep AI focused —use separate steps to extract names/emails instead of overloading one prompt.

► MODULE 10

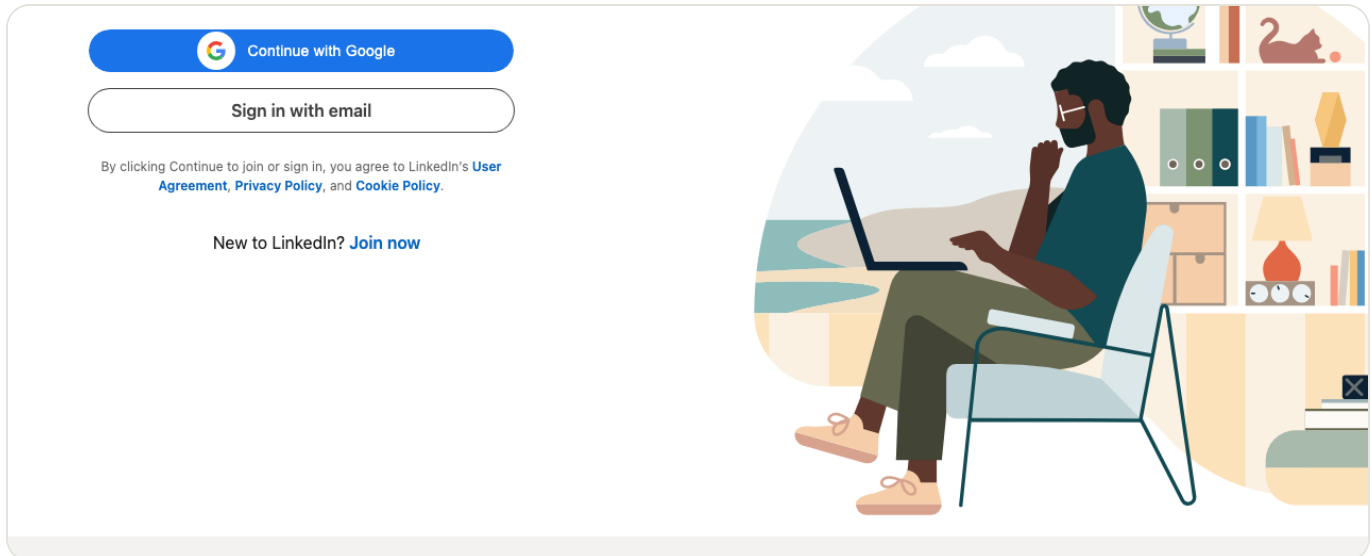
Step 8 — Set up platform profiles

Complete every field to boost ranking and trust. Front-load your summary's first 100 characters with proof (accuracy, speed, outcomes).

- LinkedIn: vertical list of skills (checkmark effect), simple headline, link to Loom intro, clean experience bullets.
- Upwork: fill consultations, portfolio, skills, project catalog, testimonials, certifications, employment history, linked accounts.
- Prolific: complete demographics honestly for higher study matches.

Common misses

Profiles missing sections underperform. Don't overshare unrelated info—too much detail can make you look overqualified or off-fit.



LinkedIn — where you'll do this

► MODULE 11

Step 9 — 📹 Record a 60–120s Loom intro

Share who you are, why this role, relevant skills/projects, and a quick example. Paste the link on LinkedIn/Upwork and in cold emails.

Make it feel real

Scroll up and down profiles or examples while recording to avoid looking like a static screenshot. Keep energy concise—not salesy.

► MODULE 12

Step 10 — Build your Google Sheets job tracker

Centralize targets, materials, and status. One row per opportunity; link all artifacts for fast follow-up.

1 Columns: Position, Type, Location, Description, URL

2 Customized Resume (Google Doc link)

3 Date Created, Posted At, Scraped At

4 Contact (Name/Email), Follow-up Dates

5 Notes, Status, Next Action

Data discipline

Store source post URLs so you can refresh data without editing the automation. Track strengths/risks per role to pick better targets over time.

Google Sheets — where you'll do this

Step 11 — Search and apply by platform

Use each platform for its strengths. Apply with tailored materials, then follow up via email (preferred) to avoid buried LinkedIn DMs.

Platform	What to do in this step
LinkedIn	Search titles (e.g., Customer Support, Patient Advocate, Data Entry). Save alerts. Use Easy Apply with your tailored resume. Research interviewers on company page; add Loom link in notes.
Indeed	Set filters (title/location/remote/date). Save searches and turn on alerts. Apply with customized resume/keywords. Avoid bots that auto-apply; keep quality high.
Upwork	Niche your profile. Apply to a handful of tightly matched gigs daily. Add short proof (demo/diagram). Ask for reviews post-contract to build social proof.
Prolific	Create account, complete profile. Check dashboard often and accept higher-paying studies quickly. Maintain high approval to unlock more invites.

TOS matters

Avoid auto-submitting applications to Indeed via scrapers—risks terms violations and reputation damage. Use automation to find and prepare, not to spam-submit.

Step 12 — Email the hiring team (use scripts)

Apply first. Then email a recruiter/hiring manager, someone in the role, and a sales/ops leader. Be brief, relevant, and respectful.

TEMPLATE – HIRING MANAGER INTRO

Subject: Quick intro – [Role] at [Company]

Hi [Name],

I applied for the [Role] at [Company] and wanted to share my resume directly. I'm excited about [specific reason tied to job/mission]. My background in [relevant skills/evidence] could help with [team goal]. Would 10–15 minutes be worth it?

Thanks,

[Your Name]

[Loom Link] | [LinkedIn URL]

TEMPLATE – INFORMATIONAL DM

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

TEMPLATE – CULTURE INSIGHT (BD EXAMPLE)

Subject: [Personalized hook for [Name]]

Hi [Name],

See that you've been on the [Team] at [Company] since [Year]. I'm exploring opportunities on the team and wondered if you'd share what it's like working there and the culture.

Thanks in advance,

[Your Name]

Bypass noisy channels

LinkedIn DMs get buried. Email first when possible. If asked for an application number you don't have, politely email recruiting/careers for assistance.

Step 13 — Analyze fit with AI (structured)

Paste the job description and your resume into an AI to get strengths, weaknesses, risk/reward, and a fit rating. Use this to decide whether to apply and what to emphasize.

PROMPT – FIT ANALYSIS (JSON OUTPUT)

System: You analyze candidate fit. Use a JSON schema and keep outputs concise.

User: Job description: [JOB_DESCRIPTION]

Resume text: [RESUME_TEXT]

Return JSON with keys exactly: strengths[], weaknesses[], risk_factor (low|medium|high), reward_factor (low|medium|high), overall_fit (0-100), justification (2-3 sentences), keywords_to_add[].

Parse safely

Use a structured output parser (JSON schema) so fields are predictable. Extract name/email with a separate information-extractor step if automating.

Step 14 — Optional: Automate sourcing in Make.com

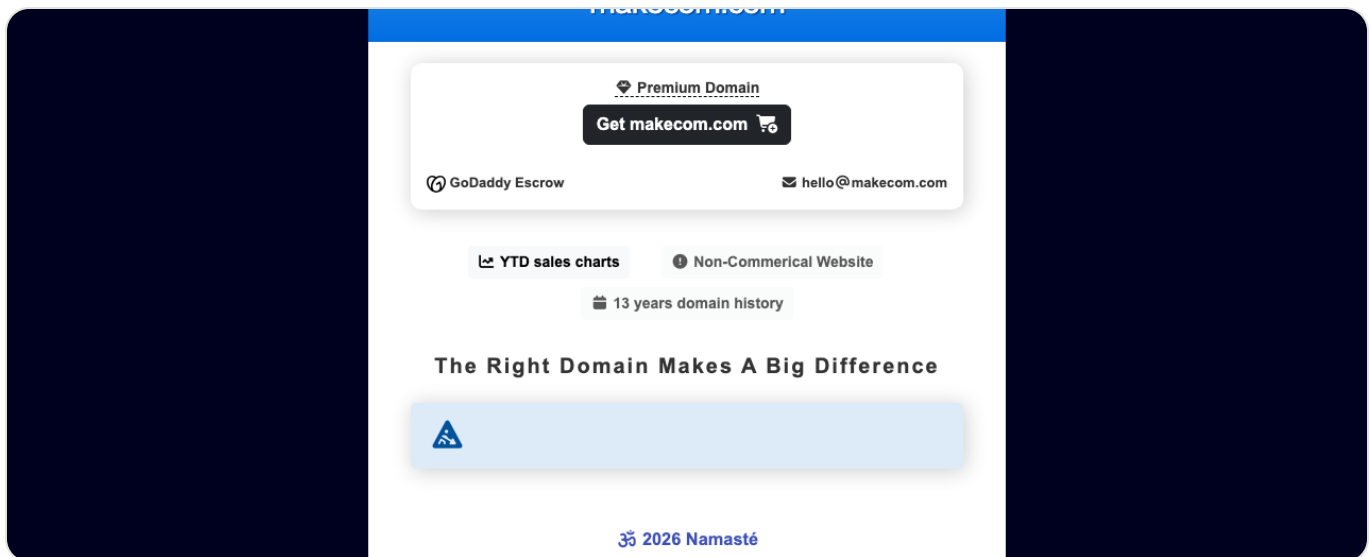
Build two scenarios: one to run the Indeed scraper (Apify actor) and one to watch for completion, tailor the resume via GPT, and log to Google Sheets.

- 1 Scenario A: Run Apify Indeed actor with search (e.g., title: data entry; location: [CITY/COUNTRY]; max items)

- 2 Scenario B: Watch actor run → Get dataset → OpenAI (customize resume) → Google Docs (store) → Google Sheets (add row + link)
- 3 Switch module: sanitize text and branch per file type if needed
- 4 Use ignore/break modules for rate limits; enable retry/backoff
- 5 Hookdeck (optional): long delays, queues, and transformations

Compliance & cost

Don't auto-apply. Use the system to find roles and prep materials. Customizing a resume normally takes 3–10 minutes; this flow does it near-instantly for about two cents (source-reported).



make.com — where you'll do this

This site can't be reached

Check if there is a typo in googledocs.com.

DNS_PROBE_FINISHED_NXDOMAIN

Reload

Google Docs — where you'll do this

► **MODULE 17**

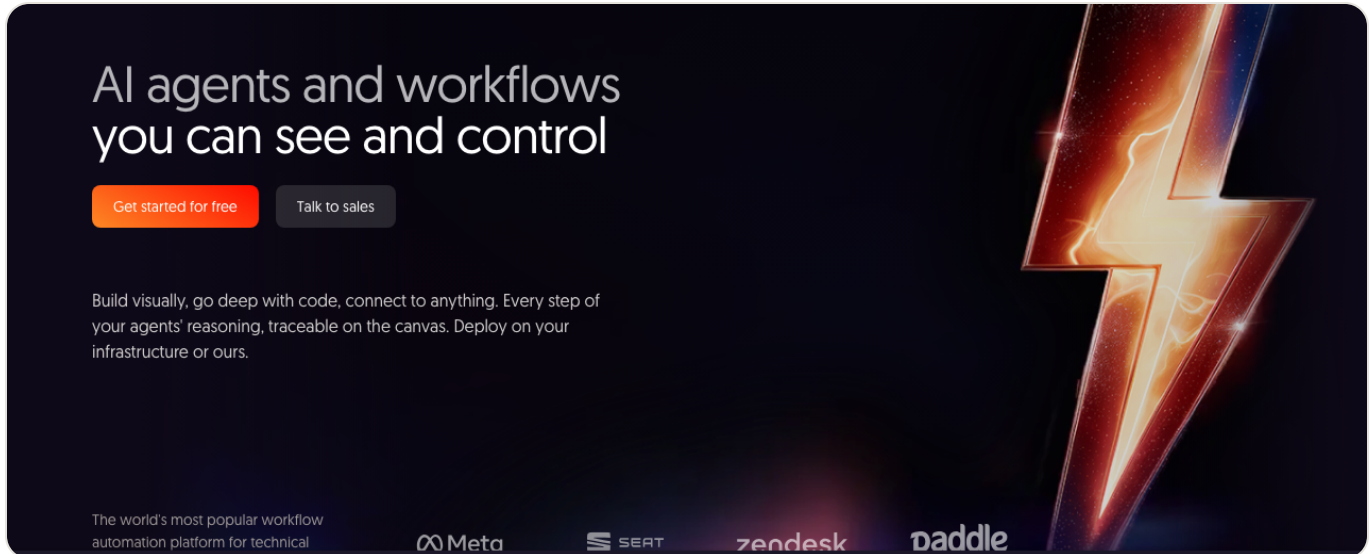
Step 15 — **Optional: Build the same in n8n**

Self-host or cloud-host n8n for more control. Connect Sheets and OpenAI, run Apify actors, extract contact data, and output to your tracker.

- 1 Google Sheets credential: GCP project → enable Sheets API → OAuth screen → web app client → add n8n redirect URI → client ID/secret
- 2 OpenAI: create secret key → add in n8n OpenAI node
- 3 Apify: get API key → add to Apify node → understand actor/task/dataset
- 4 Nodes: AI agent (fit analysis), info extractor (name/email), Switch by file MIME (PDF/DOC/TXT)
- 5 Run and validate results in Google Sheets

OAuth warnings

Google may show an unverified app warning during OAuth. Use Advanced → proceed to grant scopes. Store incomplete executions if you plan to use break/retry patterns.



n8n — where you'll do this

► MODULE 18

Step 16 — Power users: Antigravity + agents

Orchestrate AI agents and n8n via Antigravity. Keep planning mode on, create system files, and version everything with Git.

- 1 Install Antigravity; enable auto-execution and planning mode
- 2 Create 'agents' file (paste system instructions); add init files (agents.mmd, claude.md, gemini.mmd, cloud.md)
- 3 n8n API key (no expiration) → paste into config; modify JSON path to local n8n MCP index.js

4 Run multiple AIs in same directory; commit to Git for history

5 Interrupt/resume Claude sessions if needed; wireframe flows in Excalidraw

Keep it simple

AI agents get confused when overloaded. Constrain tasks, test with sample inputs, and instruct the agent to fix errors it created. Copy file paths carefully (macOS: Option + right-click → Copy as pathname).

► MODULE 19

Step 17 — Explore tutoring & non-phone roles

Global tutoring and non-phone support can be accessible starts. Align keywords to the posting and emphasize clarity, patience, and accuracy.

APPLY DIRECTLY

 **Open English**

Online English teaching 

 **AmazingTalker**

Tutoring marketplace 

 **Achieve Test Prep**

Tutoring/education roles 

 **UnitedHealth Group Careers**

Data entry & non-phone roles 

 **Spring Health Careers**

Member support & care navigation 

Keywords win screens

Use posting terms (e.g., data entry, documentation, Microsoft Excel, healthcare administration, records management, HIPAA, customer service). For medical coding, learn combination codes; physical coding manuals help beginners.

► MODULE 20

Step 18 — 🤝 Network without spam

After applying, email 2–3 humans around the role: hiring manager, a peer, and a leader. Personalize with one sentence on why you chose them and a Loom link. Use multiple channels (email + LinkedIn + Instagram/Twitter) to increase visibility.

Talk to practitioners

Conversations with real engineers/analysts clarify what the job actually is and sharpen your interview stories. Recruiters are often entry-level—aim for hiring managers or their boss.

► MODULE 21

Step 19 — 🎤 Interview with specifics

Research company name, age, mission, key people on LinkedIn. Prepare 'Tell me about yourself' and two stories: a tough customer problem you solved and how you stayed calm under pressure. Tie every answer to the posting's skills.

Avoid 'volcano answers'

Interviewers make quick judgments. Keep responses concise, blame-free, and focused on decisions and outcomes. Read the job description before every interview.

Step 20 — Upwork: proposals and reviews

Send lean, relevant proposals with a small artifact (diagram, short demo). After delivery, ask clients to end the contract and leave a written review to boost ranking.

PROMPT – UPWORK PROPOSAL (SYSTEM + USER)

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 background] that has done [relevant things]. 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 with keys for each section, newline-delimited bullet points, avoid emojis/flowery language, use first-person.

PROMPT – GOOGLE DOC PROPOSAL

You are a helpful intelligent proposal writer.
I'm an automation specialist applying to jobs on freelance platforms.
Take as input an Upwork job description and return JavaScript object notation for a customized proposal for Google Docs.

Template:

- Title of system
- Brief explanation of system
- "Hi... I'm so confident... I created a step-by-step"
- Why I like their specific request
- How we'll build it (left-to-right flow with arrows)
- About me (bullet points)

Rules: casual Spartan tone, no emojis/flowery language, add their name if present, return step-by-step bullets delimited with "\-", avoid money/number social proof, first-person voice.

PROMPT – MERMAID DIAGRAM

Your task is to take as input an Upwork job description and return a Mermaid flowchart I can visualize later.

Rules: Only output flowcharts; no sequence/Gantt; no backticks. First character must be 'g'.

Example:

graph TD

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

B --> C[Send customized SMS]

TEMPLATE — ASK FOR A REVIEW (PICK ONE)

Would you mind ending the contract and leaving an honest review of your experience? This helps me on Upwork a ton. I'll leave you one too. Happy to work together again—just send a new offer.

Hey, could you do me a favor and be the one to end our contract? When clients close it, Upwork prompts a written review—it makes one more likely.

Competition reality

Most Upwork competitors underperform. Consistent, relevant proposals with tiny artifacts and fast follow-ups outperform fancy portfolios. Don't attach heavy files—use links.

► MODULE 23

Step 21 — Freelance starter services (optional)

If you prefer earning while you search, offer simple, in-demand services and collect proof fast.

- Starter services: Facebook Ads lead gen for local services, short-form video editing, email marketing for ecom, basic SEO.
- Get first wins: ask friends/family and local businesses; do a free pilot for case studies/testimonials; record personalized Looms.
- Presence: clean one-page site and active social profiles. Use your own name—people hire people.

Stay lean

Avoid cash drains (fancy sites/cars). Focus on activities that create clients. Multi-channel outreach (email + socials) lifts response rates.

► MODULE 24

Step 22 — Admin & constraints

Keep documentation tight and handle edge cases gracefully. Track state hiring restrictions and time zones; keep metrics handy.

- 1 If a portal asks for an application number you lack: email recruiting/careers politely
- 2 Some firms hire only in certain states—check before applying
- 3 Have your resume and metrics on hand; layoffs can cut access instantly
- 4 If you can't articulate measurable results, you're invisible—track them

► MODULE 25

Step 23 — Build a runway

Stability helps you make better choices. Save 3–12 months of expenses based on comfort and obligations. Audit mindset, literacy, debt/credit, assets, and basic estate planning.

Example math

If you spend \$2,000/month, three months is ~\$9,000 (source-reported). Adjust for location, dependents, and risk tolerance.

► MODULE 26

Step 24 — Path-specific upskilling (quick links)

Layer structured learning onto your 30-day proof. Keep it practical and tied to real roles.

- 1 Cyber GRC (AU): read Essential Eight, ISM, ISO 27001, APRA CPS 234; build mock risk/control mappings
- 2 Data: Python basics (lists/tuples/dicts/sets), EDA, modeling, evaluation; use Google Colab for quick starts
- 3 PM: schedule terms (lead/lag/rolling wave), stakeholder engagement, quality/independent audits, procurement types

LEARNING

-  **Coursera — AI for Everyone** Non-technical AI literacy 
-  **Essential Eight (ACSC)** Australian GRC baseline 
-  **Australian Information Security Manual** Government-aligned security controls 
-  **ISO/IEC 27001** Information security management 
-  **APRA CPS 234** AU financial sector security 

► MODULE 27

Salary Estimate

Supplemental options can reduce pressure and add experience.

- Prolific studies (keep approval rate high).

- Mystery shops (restaurants, spas, gas, apartments, groceries).
- Non-phone remote (chat/data entry) at large health orgs.

Keep standards high

Choose reputable platforms and read terms carefully. Maintain 99%+ task accuracy on data-entry style work when stated.

► MODULE 28

Step 26 — Review at day 30

Ask: What work made me curious? What can I explain crisply? Which proof resonated with reviewers? Double down for the next 90 days and keep applying with tailored materials.

► MODULE 29

Mistakes to avoid



AUTO-APPLY SPAM

Don't mass-apply on Indeed with scrapers—risk ToS and reputation. Use automation to find and prepare only.



AI WRITES EVERYTHING

Template most text yourself; let AI fill small parts. Structure outputs (JSON/markdown) for reliability.



EMPTY PROFILES

Leaving sections blank (skills, portfolio, certifications) lowers ranking and trust.



OVERLOADING AGENTS

Too many tasks in one AI step reduces quality. Split extraction, analysis, and writing.



IGNORING OAUTH WARNINGS

Google OAuth unverified-app prompts are normal; proceed thoughtfully and store incomplete executions for retries.



DM-ONLY FOLLOW-UPS

LinkedIn messages get buried. Prefer concise emails to hiring managers and peers.



NO METRICS

If you can't state measurable results, you're invisible. Track volume, accuracy, and outcomes.



BAD FILE IDS

Google Drive conversions fail with wrong nested IDs. Verify before automation runs.



BUZZWORDS OVER PROOF

Replace 'interested in GRC' with a real risk register/control mapping or policy artifact.



WRONG LEARNING ORDER

Skipping fundamentals for trendy tools slows you down. Master basics first.

► MODULE 30

Salary Estimate

\$20–\$22/hr

Seresti Health enrollment specialist (source-reported)

\$24–\$30/hr

Park Aid overnight customer support associate (source-reported)

\$24–\$30/hr

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

\$1,500–\$2,000/mo

Freelance AI voicemail service retainer potential (source-reported example)

► MODULE 31

Resources

RESOURCES



TryHackMe

Hands-on cybersecurity labs ↗



Hack The Box

Blue-team practice ↗



Coursera — AI for Everyone

AI literacy course ↗



Essential Eight (ACSC)

GRC baseline (Australia) ↗



Australian Information Security Manual

Security controls set ↗



ISO/IEC 27001

Information security management standard ↗



APRA CPS 234

AU financial sector security ↗



Open English

Tutoring jobs ↗



AmazingTalker

Tutoring marketplace ↗



Achieve Test Prep

Education roles ↗



UnitedHealth Group Careers

Non-phone roles ↗



Spring Health Careers

Member support & navigation ↗



Medical Coding with Blue (YouTube)

Beginner coding tips ↗

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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

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