JobHacki
OPPORTUNITY GUIDE

⚡ Premium Action Guide

AI Resume: Build a Job-Winning, ATS-Optimized Workflow

Design a repeatable AI workflow that scrapes roles, analyzes fit, and tailors a clean Google Doc resume in minutes—while staying compliant and focused on evidence.

📌 **Updated for 2026** 🧾 **≈$0.02** Example cost per tailored resume (source-reported)

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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 your target role
- ☑ Salary Estimate
- ☑ Platforms & tools
- ☑ Step 2 — 🧪 Validate with a 30-day test (optional, cyber)
- ☑ Step 4 — 🗺️ Wireframe your AI-resume workflow

▸ MODULE 01

What you'll build

An AI-powered resume system that finds roles, analyzes fit, and produces tailored, ATS-friendly Google Docs with quantified bullets—tracked in a Google Sheet. You'll wireframe the flow, connect automation, use structured AI outputs, and add outreach that actually gets read.

You'll also craft evidence projects (e.g., SOC or GRC) so your resume proves skill, not just claims it.

1. Automated job capture and resume tailoring
2. Structured AI fit analysis (strengths/risks/fit score)
3. Google Docs resume + Google Sheets tracker
4. ATS-optimized sections and quantified bullets
5. Optional outreach emails and DM templates

▸ MODULE 02

Platforms & tools

Lead & Outreach

1 free · 7 paid

LinkedIn · Loom · Upwork · Apollo · Cal.com · Smartlead · Fiverr · Instantly

Website Builders

0 free · 2 paid

Lovable · GoHighLevel

AI Models 0 free · 5 paid

ChatGPT · Claude · Gemini · OpenAI · Anthropic

Dev & Hosting 0 free · 2 paid

GitHub · VS Code

Automation 1 free · 3 paid

Make.com · n8n · Apify · Zapier

▸ MODULE 03

Step 1 — 🧭 Choose your target role

Pick the role you'll optimize for before you automate. Ask: Which job descriptions make you curious? What background can you leverage? What evidence can you build in 30 days? What does your local/desired market want? Where do you want to be in 3 years?

> **Tip**
>
> If you're torn between SOC and GRC, don't ask which is better—ask which fits the work you want, the evidence you can build now, and the market you're applying into.

▸ MODULE 04

Step 2 — 🧪 Validate with a 30-day test (optional, cyber)

Test both tracks quickly: 15 days SOC + 15 days GRC. For SOC: read 5 SOC ads, learn SIEM/log/phishing basics, complete a defensive lab or log analysis, and write a plain-English summary. For GRC: read 5 GRC ads, learn risk/control/audit/framework language, create a

sample risk register or control mapping, and write a summary. At day 30, compare which work felt clearer, sparked more curiosity, and produced stronger resume evidence.

> **Tip**
> Don’t pick GRC because it seems easier—strong GRC needs crisp writing, stakeholder management, evidence, and technical understanding.

▸ MODULE 05

Salary Estimate

Create artifacts you can explain. SOC: basic SIEM/log analysis lab, Windows event log write-up, phishing email analysis, defensive TryHackMe/Hack The Box path with notes. GRC: a sample risk register, a basic security policy, a mock supplier review, or control mapping to ISO 27001/Essential Eight/ISM/CPS 234/privacy obligations. Customer support/healthcare: ticket metrics, HIPAA familiarity, documentation samples, Zendesk/Intercom practice; data entry: accuracy and volume metrics.

Use your current job to add networking or tooling exposure (e.g., cable/server rooms, basic API/JSON reading, simple SQL).

> **Tip**
> Avoid vague bullets like “Completed SOC labs.” Instead, explain what you built, what you investigated, tools used, and what you concluded.

▸ MODULE 06

Step 4 — 🗺️ Wireframe your AI-resume workflow

Sketch the end-to-end flow in Excalidraw: triggers (manual or scraper), data sources (job post, baseline resume), transformations (text extraction, keywords), AI steps (fit analysis,

tailoring), and outputs (Google Doc + Google Sheet row, outreach). This avoids rework and clarifies data handoffs.

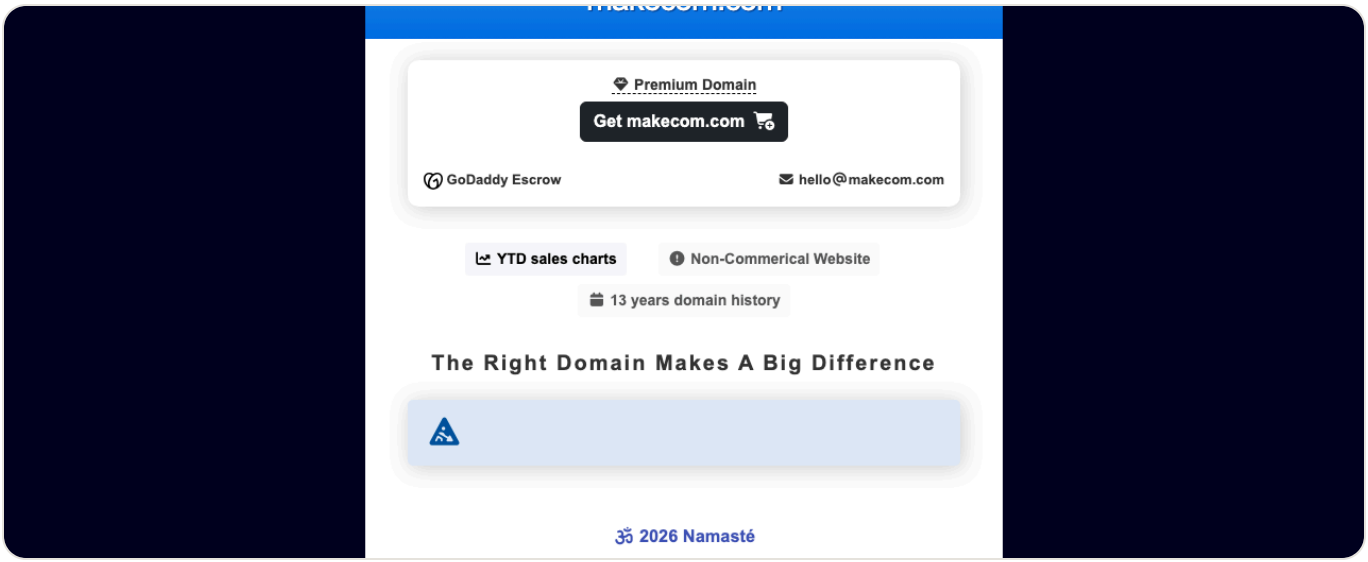
> **Tip**
> Building automation without a quick wireframe is like assembling a Lego set with no instructions—expect wasted time and brittle flows.

▸ MODULE 07

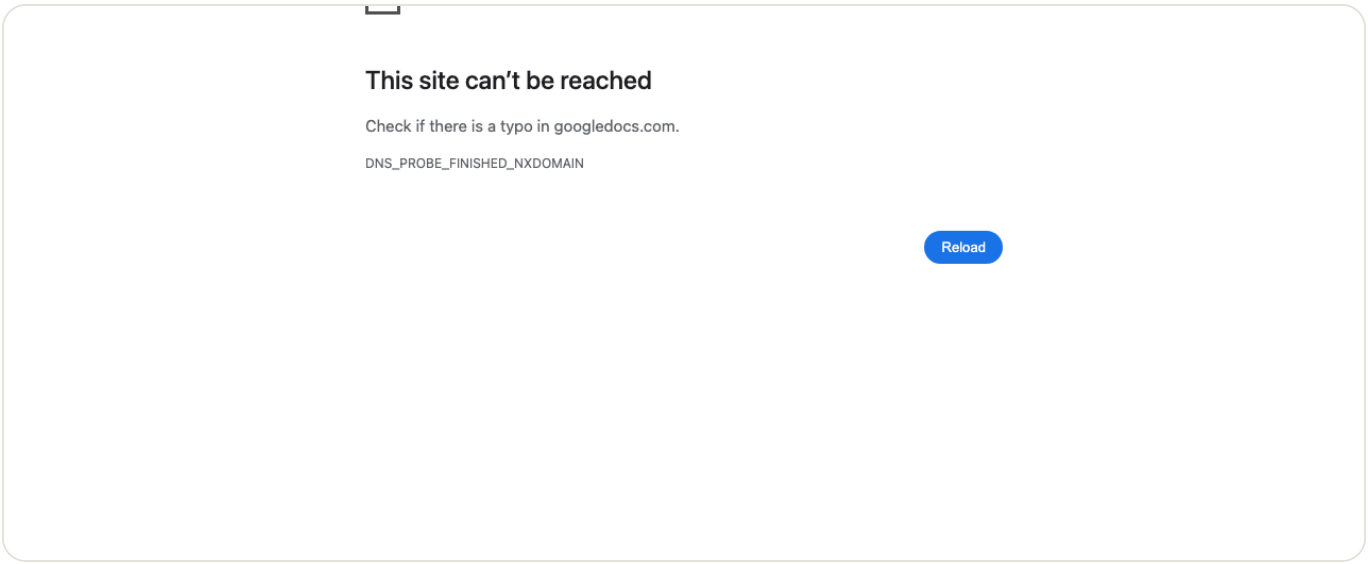
Step 5 — 🧭 Pick your build path

Choose one primary path now. You can add others later.

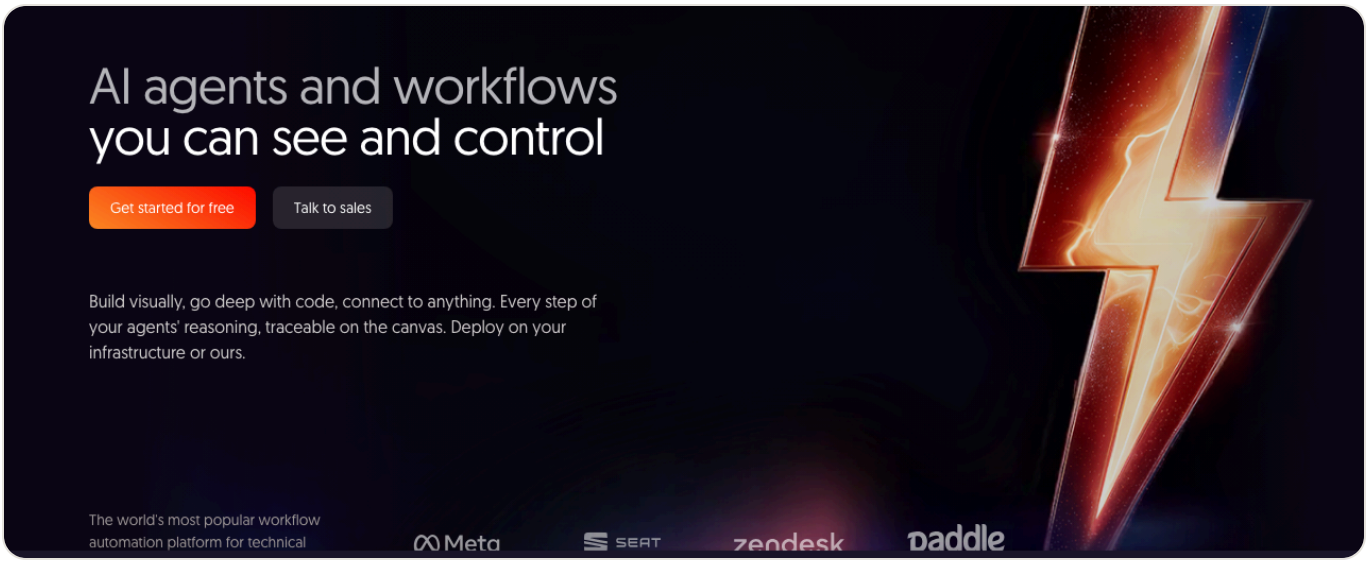
Platform	What to do in this step
Make.com	Use scenarios to orchestrate scraping, parsing, AI tailoring, and storage. Ideal if you want fast no-code builds with hosted reliability.
n8n	Self-host or cloud; build nodes/subflows for scraping, extraction, AI analysis, and docs. Ideal if you want control and extensibility.
ChatGPT	Manual path: paste JD + baseline resume; use prompts to tailor; paste output into Google Docs. Fastest start, no automation.
Claude	Manual path similar to ChatGPT. Often strong at structured drafting and longer context; use the same templates.



make.com — where you'll do this



Google Docs — where you'll do this



n8n — where you'll do this

▸ MODULE 08

Step 6 — 🖨️ Create your job tracker in Google Sheets

Make a Sheet to centralize jobs and outputs. Suggested columns: Position Name, Job Type, Company Location, Description, URL, Customized Resume (Doc link), Date Created, Posted At, Scraped At, First Name, Last Name, Email, Strengths, Weaknesses, Risk Factor, Reward Factor, Overall Fit, Justification.



Google Sheets — where you'll do this

▸ MODULE 09

Step 7 — 🔍 Gather job descriptions at scale

Use the Apify Indeed bulk job scraper actor to fetch role data by title/location and push the results to your workflow.

Platform	What to do in this step
Make.com	Create two scenarios: (1) Run the Apify actor with search params (e.g., title: “data engineer”, location: “San Francisco, United States”, max items: 10). (2) Watch for the actor run completion, then process items for tailoring.
n8n	Add the Apify node; in Apify settings copy your API key; set search parameters; use a subsequent node to parse the dataset items and forward to AI tailoring.

Tip

Avoid auto-applying to jobs on Indeed via scrapers—this can violate terms and damage your reputation. Scrape to research; apply deliberately.

▸ MODULE 10

Step 8 — 🔐 Connect your Google and AI credentials

Authorize Sheets/Docs and your LLM once so the flow can write resumes and scores.

Platform	What to do in this step
Make.com	Add Google Sheets/Docs modules and connect your Google account. Add an OpenAI module; supply API key; select a capable model for resume work.
n8n	Create Google Sheets credentials, then in Google Cloud Console: create project, enable Sheets API, configure OAuth consent, create Web App OAuth client, add n8n redirect URI, copy Client ID/Secret into n8n, publish, and sign in. Add OpenAI node credentials with your API key.

> **Tip**
>
> During Google OAuth, a warning screen is normal—use Advanced to proceed and accept permissions.

▸ MODULE 11

Step 9 — 📄 Normalize resumes and extract contacts

Ensure any uploaded baseline resume is converted to clean text. Branch logic by MIME type (PDF, DOC/DOCX, TXT) to extract text reliably. Then run a dedicated information extractor to pull First Name, Last Name, and Email as required fields—don’t burden the LLM with these.

> **Tip**
>
> Use a lightweight information extractor node for names/emails; keep the LLM focused on analysis and rewriting to reduce confusion.

▸ MODULE 12

Step 10 — 🧠 Add fit analysis with structured outputs

Before tailoring, score the match. Feed the AI your resume text and the job description. In your system message, instruct the model to return strengths, weaknesses, risk, reward, an overall fit rating, and justification—using a strict JSON schema so you can map the fields into Sheets and logic branches.

> **Tip**
>
> Treat the LLM like an API: send JSON-ready inputs and require JSON outputs with a schema for fields (strengths, weaknesses, risk, reward, fit, justification).

▸ MODULE 13

Step 11 — ✍️ Template your resume; let AI fill the gaps

Create a clean Google Docs template with placeholders for Summary, Core Skills, Experience bullets, and Education/Certs. Pass the template + your baseline content + job-specific asks to the LLM to fill only the variable parts. Export in markdown ATX or paste straight into Docs, then finalize formatting.

> **Tip**
>
> Don’t have AI write the entire document. Keep structure and static text in a template; let AI only tailor specific sections for predictability.

▸ MODULE 14

Step 12 —  Prompts — ATS resume tailoring

PROMPT — GENERAL ATS TAILORING

```
System: You are an expert resume editor. Return markdown ATX sections and
quantified, ATS-savvy bullets.
User: Tailor my baseline resume to this role.
Inputs:
- Job: [JOB_TITLE] at [COMPANY] in [LOCATION]
- JD: [PASTE_JOB_DESCRIPTION]
- Baseline resume text: [PASTE_BASELINE_RESUME]
- Must-include keywords: [KEYWORDS_FROM_JD]
- Tools/tech to surface: [TOOLS]
Rules:
- Output only: # Summary, # Core Skills (vertical list, 8–12), # Experience (2–
5 quantified bullets per role), # Education & Certifications.
- Front-load the first 100 characters with role-relevant proof.
- Mirror JD terminology naturally; no keyword stuffing.
- Use metric patterns: impact %, volume, accuracy, SLAs, response times.
- Keep to one page unless 10+ years experience.
```

PROMPT — SOC ANALYST

```
System: You are a SOC resume specialist.
User: Tailor my resume for a SOC Analyst role.
Inputs:
- JD: [PASTE_JD]
- Baseline resume: [PASTE_BASELINE]
- Labs/projects: [SIEM/LAB/PHISHING_NOTES]
Rules:
- Emphasize alert triage, phishing investigations, log analysis, EDR,
playbooks, documentation.
- Add bullets like: investigated [INCIDENT_TYPE] via [TOOL], analyzed
[LOG_SOURCE], reduced MTTD/MTTR by [X] (example only), documented findings.
- Include tools: [SIEM/EDR/EMAIL_SECURITY/OSINT].
- One page, ATS-friendly, quantified impact.
```

PROMPT — GRC ANALYST

```
System: You are a GRC resume specialist.
User: Tailor my resume for a GRC Analyst role.
Inputs:
- JD: [PASTE_JD]
- Baseline resume: [PASTE_BASELINE]
- Evidence: [RISK_REGISTER/POLICY/SUPPLIER_REVIEW/CONTROL_MAPPING]
Rules:
- Emphasize policies/standards, risk registers, control assessments, supplier
due diligence, regulatory alignment (ISO 27001, Essential Eight, ISM, CPS 234,
privacy).
- Translate projects into bullets with scope, framework, control IDs,
remediation outcomes.
- Show crisp writing and stakeholder management.
- One page; mirror JD language precisely.
```

PROMPT — CUSTOMER SUPPORT/HEALTHCARE

```
System: You are a healthcare/customer support resume editor.
User: Tailor for patient advocate/customer support.
Inputs:
- JD: [PASTE_JD]
- Baseline resume: [PASTE_BASELINE]
- Relevant skills: HIPAA, medical terminology, Zendesk/Intercom, ticketing, CRM
Rules:
- Emphasize processing records, authorizations, patient assistance,
ticket/email/chat, phone etiquette, SLA adherence.
- Include keywords: member support, communication, organization,
problem-solving, records management.
- Quantify: processed [VOLUME]/week with [ACCURACY]% accuracy (example only),
reduced response times, high CSAT.
```

PROMPT — SALES/BDR

```
System: You are a sales/BDR resume editor.
User: Tailor for BDR/SDR at [COMPANY].
Inputs:
- JD: [PASTE_JD]
- Baseline resume: [PASTE_BASELINE]
- Proof: [PIPELINE_CREATED/MEETINGS_SET/TOOLSTACK]
Rules:
- Lead with outbound volume, personalization, multichannel outreach, CRM
hygiene, discovery, and handoffs.
- Quantify: meetings set, reply rates, conversion rates, sequences built.
- Add a vertical skill list (tools, channels, ICPs).
```

PROMPT — FRESHER/STUDENT

```
System: You are a resume coach for freshers.
User: Tailor for an entry-level role.
Inputs:
- JD: [PASTE_JD]
- Education: [SCHOOL/DEGREE]
- Projects/coursework: [PROJECTS]
- Soft skills: time management, collaboration, resilience, communication
Rules:
- Focus on school projects and achievements; link skills to role.
- Replace missing work history with impact from coursework and clubs.
- Keep language simple, specific, and enthusiastic—no fluff.
```

▸ MODULE 15

Step 13 — 🧰 Optimize for ATS and human scan

Format for scanners and people. Use clear headings, a vertical Core Skills list, consistent dates and titles, and natural JD keywords. Front-load the summary and the first bullet of each role with relevant proof. If changing careers, re-order roles/projects manually to foreground relevance instead of strict reverse-chronology.

> **Tip**
>
> Recruiters skim in an “F” pattern: across the top, down a bit to the first bullet, then down the left side. Put your best proof early and left-aligned.

▸ MODULE 16

Step 14 — 📊 Write quantified bullets that prove value

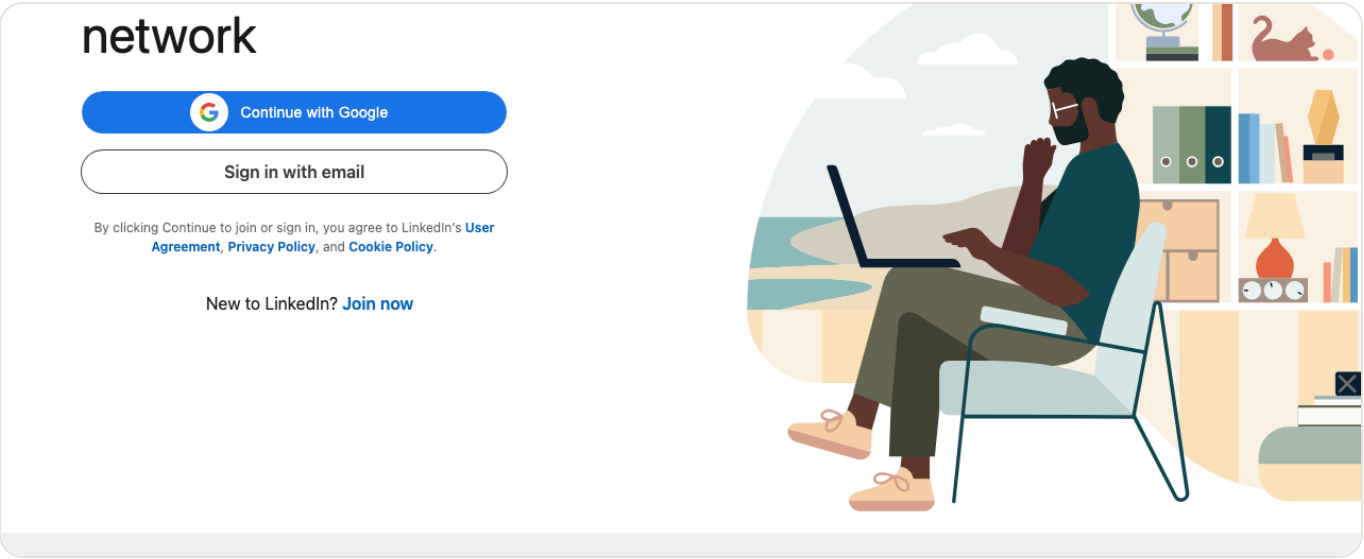
Use this pattern: Action + Scope/Tool + Problem + Metric. Examples (source-reported/example-only metrics): “Processed 500+ records weekly with 99% accuracy,” “Reduced refund rate from 21% to 16%,” “Investigated phishing via [TOOL], cut false positives by [X]%,” “Mapped 42 controls to ISO 27001, closed [Y] audit gaps.” Avoid vanity bullets; tie to outcomes, SLAs, response times, or risk reduction.

> **Tip**
>
> If you can’t articulate measurable results, you’re invisible to hiring managers. Add a number to every performance claim.

▸ MODULE 17

Step 15 — 🕵️ Research and personalize

Research the company and team on LinkedIn: name, mission, time in business, key people, and your likely interviewer’s background. Add a one-line tie-in to your summary or a tailored bullet that mirrors their stack, market, or framework.



LinkedIn — where you'll do this

▸ MODULE 18

Step 16 — 📩 Store outputs in Docs and log to Sheets

Create a Google Doc for each tailored resume and paste the AI sections. In automation, add a Google Sheets step to insert a row per job with the Doc link and your fit analysis fields so you can search and reuse later.

> **Tip**
> When converting/downloading via Drive, use the correct nested file ID—wrong IDs cause silent failures.

▸ MODULE 19

Step 17 — ▶️ Execute and verify the flow

Run the workflow with test inputs: location, job title, baseline resume upload. Confirm the Google Sheet shows job title, description, company, posting date, and links to your tailored Google Doc and cover copy. Spot-check keywords and bullets before sending.

▸ MODULE 20

Step 18 — 🛡️ Stay compliant and realistic

Use scrapers to collect data—not to auto-apply. Keep AI scoped to drafting and analysis; you own the final edits and submission. Maintain privacy and security posture across platforms when handling personal data.

▸ MODULE 21

Step 19 — 🧰 Troubleshoot and harden

Make flows resilient. Use an Ignore/Continue-on-Error step where APIs are flaky, and a Break/Retry pattern with exponential backoff for rate limits. Enable storing incomplete executions so you can replay. For long waits (beyond native sleep), queue with Hookdeck delays. If an AI-generated code node throws errors, instruct the agent (e.g., in Antigravity with planning mode) to inspect recent executions and auto-fix.

For manual flows, keep a single source of truth in Sheets and version your templates. Commit changes to version control if you're managing prompt or code files.

> **Tip**
> Use exponential retries (increasing wait between attempts) to avoid persistent API rate limits; linear retries often keep failing.

▸ MODULE 22

Step 20 — 💬 Outreach after you apply

Apply with your resume and cover letter, then contact three people: the recruiter or hiring manager, someone in the role, and a sales leader (for sales roles). Keep messages short and specific. Optionally include a 60–120 second Loom intro—scroll while recording so it doesn't look static.

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 — COLD EMAIL (SHARE RESUME FOR BDR ROLE)

Subject: Quick question
Hi [Name],
I see you might be leading the hiring process at [Company] and I wanted to personally pass along my resume for the business development position you have open. I'm looking to work under a fast growing company like yours and I would love the opportunity to speak to you and share how my sales background could be an asset to your organization as I'm excited about the possibility of joining the team.

Hope to hear from you soon,
[Your Name]

TEMPLATE — COLD EMAIL (ASK ABOUT CULTURE)

Subject: [Personalized hook for [Name]]
Hi [Name],

See that you've been on the BDR team at [Company] since 2010. Wanted to reach out as I'm interested in pursuing opportunities for the business development team there and I was wondering if you'd be willing to share some thoughts on what it's been like working there in the culture.

Thanks in advance,
[Your Name]

TEMPLATE — DM AFTER CONNECTING (SALES)

Subject: [Personalized hook for [Name]]

Hey [Name],

I’m glad we got a chance to connect here. I recently switched gears to pursue a sales career currently looking to break into the tech industry. Wanted to reach out as I’m interested in pursuing opportunities for the business development team and I was wondering if you’d be willing to share some thoughts on what it’s been like working there and the culture.

Thanks and events,
[Your Name]

TEMPLATE — COLD EMAIL (ASK IF INVOLVED IN HIRING)

Subject: [Personalized hook for [Name]]
Hey [Name],

See that you’ve been leading the sales team at [Company] since 2019. Wanted to reach out as I’m interested in pursuing opportunities for the business development team there. I was wondering if you’re involved in the hiring process at all. I would love the opportunity to speak to you and share how my background could be an asset to your organization as I’m excited about the possibility of joining the team.

Thanks in advance,
[Your Name]

TEMPLATE — REFERRAL FOLLOW-UP

```
Subject: [Personalized hook for [Name]]
Hey [Name],

Was just speaking to [Referrer Name] about the role and how great the culture
is over there. They mentioned you would be the right person to reach regarding
the BDR role that's open. Would love to find some time to connect and chat
about how my background might align with the role.

Let me know if you have some time in the coming days and weeks to connect. Look
forward to hearing from you.

[Your Name]
```

> **Tip**
>
> Messaging hiring managers on LinkedIn is common and often ignored. Keep it concise, add value, and consider a short Loom to stand out—scroll the profile while recording.

▸ **MODULE 23**

Step 21 — 🎤 Prepare for interviews with proof

Review the JD and your tailored bullets right before interviews. Prepare STAR answers with real examples of solving hard problems, staying calm, and going above expectations. Practice a 60–90 second "Tell me about yourself" that links your evidence to their needs.

▸ **MODULE 24**

Step 22 — 🔁 Iterate in 30 days

After a month, ask: Which work made you more curious? Which could you explain clearly? Which gave stronger resume evidence? Double down on that path for the next 90 days while

continuing broad learning.

▸ MODULE 25

Step 23 — 📎 Optional: Freelance/Upwork automation

If you’re targeting freelance gigs, build an agent that generates three assets per job: application copy, a Google Doc proposal, and a Mermaid diagram. Create three subflows, one for each output, and have the main agent orchestrate them from a single Upwork job description.

PROMPT — UPWORK APPLICATION WRITER

```
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 — 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 — MERMAID DIAGRAM

```
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).
```

Tip

Most Upwork competition is weak. Ship tight assets consistently and you'll stand out—avoid fluff and keep every sentence useful.

▸ MODULE 26

Mistakes to avoid

🚫

LETTING AI WRITE EVERYTHING

Template the document; have AI only tailor sections to keep outputs predictable.

🧱

OVERLOADING ONE AI STEP

Extract contact fields with a parser node; keep the LLM focused on analysis and rewriting.

📜

AUTO-APPLYING FROM SCRAPERS

Violates terms and can hurt your reputation. Use automation to prepare, not to impersonate you.

🔍

IGNORING THE JD

Failing to mirror JD terminology and skills sinks ATS scans and recruiter skims.

🧩

SKIPPING A WIREFRAME

Unmapped triggers and data handoffs create brittle automations and rework.

📎

ATTACHING BIG DOWNLOADS

Use links to resumes/portfolios. Attachments add friction and reduce views.

♻️

NO ERROR/RETRY STRATEGY

Without stored incomplete runs and backoff retries, transient API failures derail you.

🕸️

HAND-BUILT SCRAPERS

LinkedIn and similar sites actively block scraping—use marketplace actors instead.

📣

GENERIC OUTREACH

Long LinkedIn DMs get buried. Keep it short, specific, and add value.

🎓

ONLY CERTS, NO PROJECTS

Hiring favors demonstrated work. Add labs, registers, or real artifacts.

🧭

RESUMES ABOUT THE PAST

Target the next role; foreground relevant projects even if non-chronological.

▸ MODULE 27

Salary Estimate

$20–$22/hr

Seresti Health enrollment specialist inside sales (source-reported)

$24–$30/hr

Park Aid customer support associate, floating/overnight (source-reported)

$24–$30/hr + perks

Park Aid role includes cell stipend, home office allowance, laptop (source-reported)

$50–$60/survey

Prolific (survey earnings, not a salaried role) (source-reported)

▸ MODULE 28

Resources

RESOURCES

Indeed Job Search	Source job descriptions to tailor against. ↗
Google Cloud Console — OAuth & APIs	Create OAuth credentials for Google Sheets/Docs. ↗
NIST SP 800-63B (Digital Identity Guidelines)	Password/secret guidance for secure practices. ↗
TryHackMe	Hands-on defensive labs for SOC evidence. ↗
Hack The Box	Labs and challenges—document defensive takeaways. ↗
Coursera — AI for Everyone	Structured path to improve AI literacy. ↗
Google AI Professional Certificate	Broader foundations to inform prompts and workflows. ↗

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THE JOBHACKI ARSENAL

What All-Access members get

All 7 JobHacki tools on one membership.

Hack your career.

AI Auto Apply

Swipe real jobs. We get each application ready; you check it and press submit.

Job Directory

Live jobs pulled straight from company hiring systems.

Resume Builder

A role-ready resume in minutes.

Resume Match

A 0-100 match score against live roles.

Interview Role Play

Free practice tests with an account; voice mock interview after the trial.

Playbook Directory

Step-by-step income and job playbooks.

Tool Directory

Tools, prompts, GitHub repos and GPTs, by category.

Create your free account

Get All-Access — see price and terms

See the community & what's inside

A free account opens the job hubs, playbook library, Tool Directory and Interview Role Play's practice tests.

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