JobHacki
OPPORTUNITY GUIDE

⚡ Premium Action Guide

Job Offer Strategy Playbook

A practical system to target the right roles, build proof, tailor applications at scale, and convert conversations into offers — with optional automation to speed everything up.

📌 **Updated for 2026** 🧾 **≈$0.02** Per tailored resume via automation (source-reported example)

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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 — 🎯 Decide your target role
- ☑ Step 3 — 🧰 Tighten resume and LinkedIn
- ☑ Platforms & tools
- ☑ Step 2 — 🧱 Build role-specific evidence
- ☑ Step 4 — 🗣️ Prepare core narratives

▸ MODULE 01

What you'll build

A repeatable job-offer engine: get clarity on the right role, build role-specific evidence, source roles on your primary platform, tailor resumes in minutes (or automatically), then drive multi-channel outreach and tight interview execution.

Optional: spin up a Make.com or n8n flow to pull fresh roles, analyze fit, and output tailored resumes and cover notes straight into Google Sheets/Docs.

1. Pick and validate a target role with a 30-day test
2. Build explainable, role-appropriate portfolio evidence
3. Source roles on LinkedIn, Indeed, Upwork, or Google Jobs
4. Pipeline everything in Google Sheets; tailor fast
5. Apply + triangulate outreach; prepare STAR answers

▸ MODULE 02

Platforms & tools

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

Lead & Outreach 2 free · 6 paid

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

▸ MODULE 03

Step 1 — 🎯 Decide your target role

Pick 1–2 roles to pursue. Ask: which job descriptions make you curious, what background you have, what evidence you can build in 30 days, what your market wants, and where you want to be in 3 years.

If torn (e.g., cybersecurity SOC vs GRC), run a 30-day split test: 15 days per path reading five ads, learning core language, doing a small project, and writing a short summary. Then choose the path that created more curiosity and stronger evidence.

> **Tip**
> Do not pick a path because it seems easier. Great roles (including GRC) still demand clear writing, stakeholder skills, and technical understanding.

▸ MODULE 04

Step 2 — 🧱 Build role-specific evidence

Ship 1–3 explainable projects you can walk through calmly in interviews.

Examples: SOC — basic SIEM/log analysis lab, Windows event log write-up, phishing analysis, TryHackMe/Hack The Box defensive path with notes. GRC — a sample risk register, a simple

security policy, a mock supplier security review, control mapping to frameworks (e.g., Essential Eight, ISO 27001, ISM, CPS 234).

Leverage current work: even non-technical roles can yield network/infra exposure (cable rooms, server rooms).

> **Tip**
> Avoid vague bullets like “completed labs.” Instead, show what you built, how you tested it, what signals you looked for, and what you learned. Certifications without projects rarely stand out.

▸ MODULE 05

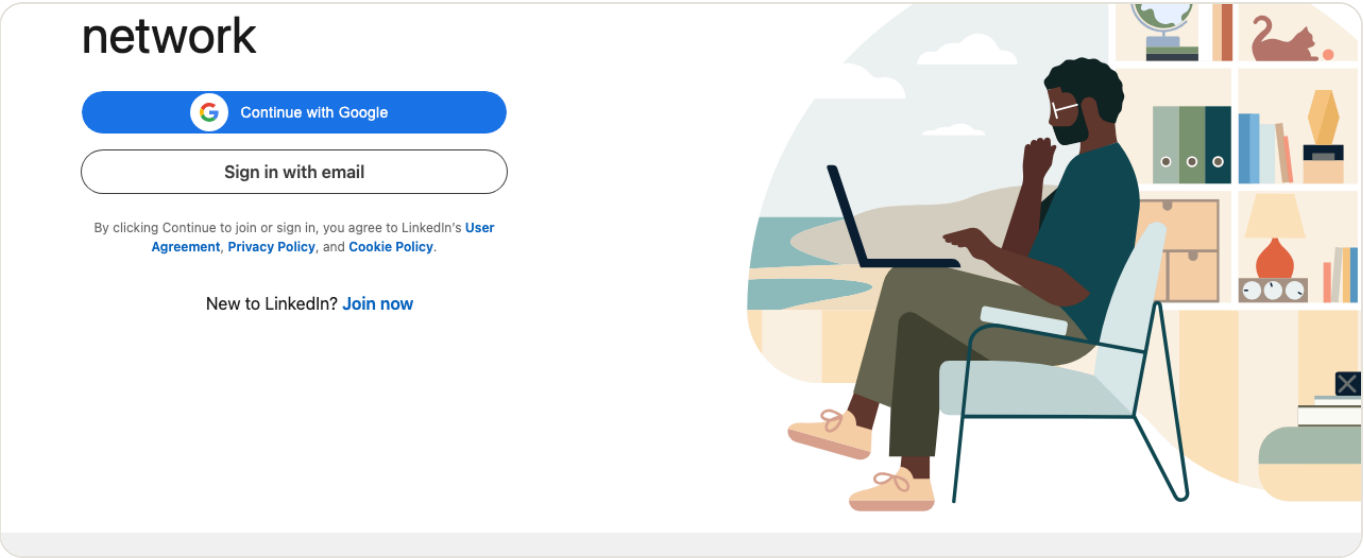
Step 3 — 🧰 Tighten resume and LinkedIn

Write for scanners: employers read in an F-pattern. Front-load your top impact line, then tight bullets with metrics. Manually order experience to highlight the most relevant content (not always reverse-chron).

Mirror keywords from each posting (e.g., HIPAA, Zendesk, Intercom, Python, member support, problem-solving) so your fit is obvious. Link portfolios; avoid heavy attachments.

Polish tone and grammar with ChatGPT/Claude without over-formalizing. On LinkedIn, front-load your best 100+ characters and use a clean vertical list of expertise so recruiters can check skills fast. Fill all sections for completeness; include strong internships if relevant.

> **Tip**
> Build for the next role, not just your past. If you’re a fresher, showcase academic projects, achievements, and transferable skills (communication, collaboration, resilience). Don’t overload LinkedIn with everything — keep it skimmable.



LinkedIn — where you'll do this

▸ MODULE 06

Step 4 — 🗣️ Prepare core narratives

Pre-write a 60–90 second “Tell me about yourself” that ladders from role target → relevant proof → why this company.

Draft 3–5 STAR stories covering tough customer problems, calm under pressure, and going above and beyond. Keep numbers ready — once layoffs happen, you might lose access to internal dashboards.

> **Tip**
>
> Not having a practiced ‘Tell me about yourself’ makes the whole interview shaky. Rehearse it until it’s crisp, human, and calm.

▸ MODULE 07

Step 5 — 🧪 Research companies and people

Before applying, note company age, mission, recent moves, and the likely interviewer's background on LinkedIn. Talking to actual engineers/analysts in target teams gives concrete context and language.

When you reach out cold, ask for their expert opinion and a few minutes — not a job right away.

> **Tip**
> Recruiters are often not final decision-makers. Prioritize hiring managers or their managers for insights. Some remote roles have state restrictions — check eligibility before investing time.

▸ MODULE 08

Step 6 — 🔎 Source roles on your platform

Platform	What to do in this step
LinkedIn	Search roles; set alerts; filter by experience/type; save companies; review team members and recent posts; log posting URL and people to contact.
Indeed	Search by title/location; filter by date posted; set alerts; save postings; log URLs and company info. Avoid auto-apply bots; personalize each application.
Upwork	Filter by Payment Verified, Recency, and client region; read client history; save high-fit jobs; prep a tight, tailored proposal and simple scope.
Google (Jobs)	Use Google Jobs widget with role + location; refine by posting age/type; add promising roles and company contacts to your pipeline.

> **Tip**
>
> Platforms fight scraping. Don’t build your own LinkedIn scraper. If you automate data collection, prefer vetted marketplace actors (e.g., on Apify) and never auto-apply — reputational risk.

▸ MODULE 09

Step 7 — 🗂️ Track your pipeline in Google Sheets

Create columns: Position Name, Job Type, Company, Location, Description, URL, Customized Resume Link, Date Created, Posted At, Scraped At, Status, Contact 1/2/3, Last Touch, Next Action.

Add evaluation columns for later automation: First Name, Last Name, Email, Strengths, Weaknesses, Risk, Reward, Overall Fit, Justification. Include a Notes field for insights and interview prep.

For contact management, add: Lead ID, Role Link, Hiring Manager, Peer, Leader, Emails, LinkedIns, Phone (if public), Source, Manual Qualification (Y/N).

> **Tip**
>
> Use links to work samples instead of attachments — fewer clicks wins. If you lack hard numbers, mine old emails, dashboards, or testimonials for credible metrics.



Google Sheets — where you'll do this

▸ MODULE 10

Step 8 — 📮 Apply, then triangulate outreach

Submit the tailored resume and a short cover note. Then contact three people: the recruiter or hiring manager, someone already in the role, and a relevant business leader (e.g., sales leader for GTM roles). Reference specifics from the posting/company.

> **Tip**
>
> Everyone DMs the hiring manager on LinkedIn — messages get buried. Use multi-channel: email first (Gmail), then LinkedIn/other socials if needed.

▸ MODULE 11

Step 9 — ✉️ Outreach templates that get replies

PROMPT — INFORMATIONAL INTERVIEW (DM)

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

PROMPT — PASS MY RESUME TO HIRING

Subject: [Personalized hook for [Name]]

Hi [Name],

I hope you're having a good week. I see you might be leading the hiring process at [Company] and I wanted to personally pass along my resume for the [Role] you have open. I'm excited about [specific reason tied to company] and would love a chance to share how my background could help.

Hope to hear from you soon,

[Your Name]

PROMPT — ASK A TEAM MEMBER ABOUT CULTURE

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 was wondering if you'd share what the culture has been like and any advice for applicants.

Thanks in advance,

[Your Name]

PROMPT — REFERRAL NUDGE VIA MUTUAL

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

Hey [Name],

Was just speaking to [Referrer Name] about the role and how strong the culture
is. They mentioned you're the right person to contact regarding the [Role].
Would love to connect and see how my background might align.

Thanks,

[Your Name]
```

> **Tip**
>
> Keep it short. A punchy variant: mention you used AI to parse the JD, tailor your resume, and find the right contacts — then ask for a quick 10–15 min chat.

▸ MODULE 12

Step 10 — 🎥 Add a 60–120s Loom

Record a quick Loom: who you are, the problem you love solving in this role, a 1-line example, and why this company. Link it in outreach and your Google Sheet.

If showing their site or your LinkedIn, scroll naturally so it doesn't look static. Smile; end with a clear ask.

> **Tip**
>
> Front-load value in the first 10 seconds. Many viewers stop early — make the hook unmistakable.

▸ MODULE 13

Step 11 — 🎤 Crush the interview

Read the JD line-by-line; map each line to an example. Use STAR; reference any employees you spoke with. Provide real customer or incident examples and what you'd repeat or change.

Avoid 'volcano answers' (overheated stories that hint at unresolved issues). Keep calm, specific, and measurable.

> **Tip**
> Don't walk in cold on the company. Five minutes of research and a practiced 'Tell me about yourself' changes everything.

▸ MODULE 14

Step 12 — 🔁 Follow up without being annoying

Same day: a concise thank-you with one crisp reminder of fit. In 3–5 days: a brief value add (e.g., a relevant link or small idea). Use Claude to draft sequences; keep them human.

If a hiring manager asks for an application number you don't have, email the company's recruiting/careers inbox politely asking for it and include the job link.

▸ MODULE 15

Step 13 — 🧩 Optional: design your automation

Sketch your flow in Excalidraw: Triggers → Data sources (Indeed via Apify, manual adds) → Transform (resume text extraction) → AI (analyze vs JD, tailor resume) → Outputs (Google Sheets row + Google Doc) → Notifications.

Wireframing saves hours. Decide what stays manual (qualification, outreach) vs automated (data collection, drafting).

> **Tip**
>
> Don’t ask one AI step to do everything. Constrain tasks and pass structured fields between nodes.

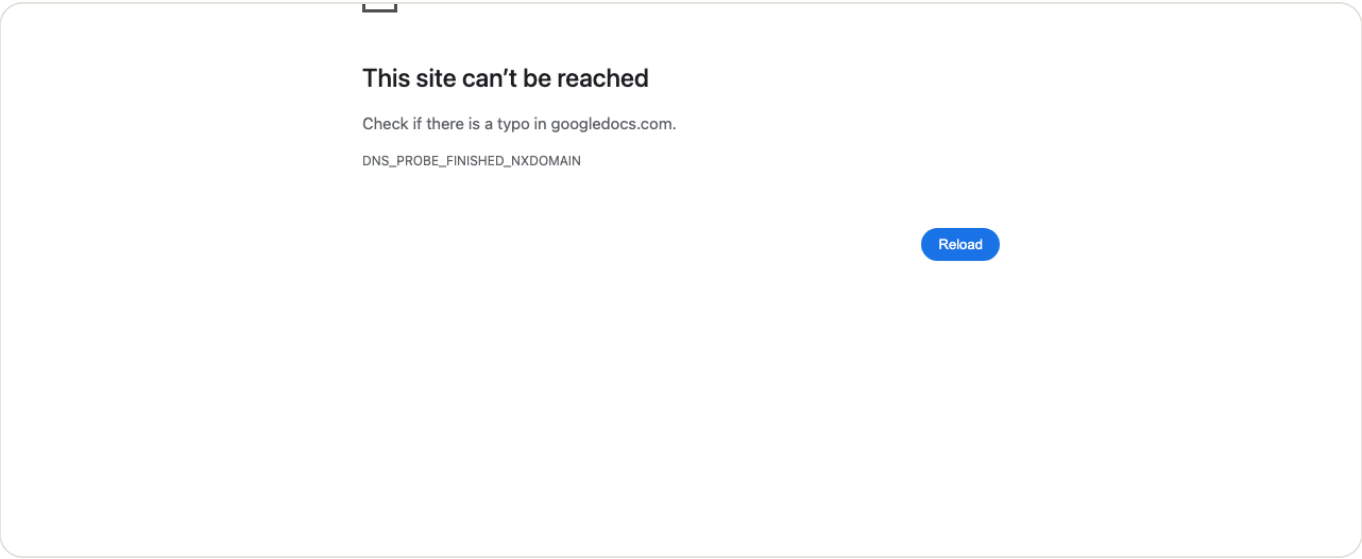
▸ MODULE 16

Step 14 — 📄 Prep Sheets and Docs

Create a Google Sheet with the columns from Step 7. Add a ‘Tailored Resume Link’ column for Google Docs.

Create a clean Google Doc template. If generating content, prefer markdown ATX headings and bullet points for easy import into Docs. Template most text; let AI fill only small, variable parts.

> **Tip**
>
> Have AI fill 10–20% (skills, highlights) — not entire documents. Predictable templates beat long, variable outputs.



Google Docs — where you'll do this

▸ MODULE 17

Step 15 — 🔗 n8n: connect Google Sheets & OpenAI

In n8n, create Google Sheets credentials. In Google Cloud Console: create project (e.g., “job finder”), enable Sheets API, configure OAuth consent (app name + email), create OAuth Client (Web) with n8n redirect URI, copy Client ID/Secret into n8n, publish, and sign in.

Create OpenAI credentials in n8n. Add your API key (requires a payment method) and save.

> **Tip**
> During Google OAuth you may see an unverified app warning. Click Advanced and continue. Store incomplete executions in n8n to retry and debug flows.



n8n — where you'll do this

▸ MODULE 18

Step 16 — 🤖 n8n: analyze fit and tailor content

Add an Information Extractor node to pull First Name, Last Name, and Email from standardized resume text (mark required).

Add an AI Agent node: system message instructs analysis against the JD; user message includes resume + JD. Output fields: strengths, weaknesses, risk, reward, overall fit rating, justification. Use a structured JSON schema so each field is clean for Sheets.

Optionally add an OpenAI node to tailor specific resume bullets and a short cover note; write outputs to Google Docs and link in Sheets.

PROMPT — RESUME VS JD ANALYZER (SYSTEM)

```
You analyze a candidate resume against a specific job description and return
structured JSON with keys: strengths[], weaknesses[], risk_factors[],
reward_factors[], overall_fit_rating (0–10), justification (3–5 sentences),
top_keywords[]. Keep language plain and specific. No extra keys.
```

PROMPT — RESUME VS JD ANALYZER (USER)

```
JOB DESCRIPTION:\n[Paste JD]\n\nRESUME (clean text):\n[Paste resume
text]\n\nReturn only JSON per schema. If uncertain, include a brief risk note
in risk_factors.
```

> **Tip**
> Feed JSON to the model and request JSON back. Keep nodes single-purpose; don't overload the agent. Use a structured output parser to avoid parsing headaches.

▸ MODULE 19

Step 17 — n8n: pull roles with Apify (Indeed)

Add an Apify node; sign up and copy your API key. In the node, select the Indeed Bulk Job Scraper actor; set search params (e.g., title, location, max items).

Understand Apify basics: actors (programs), tasks (runs), datasets (stored results). Watch for actor completion; then send results into your transform/analyze steps and finally into Sheets.

Log actor run URLs and source post URLs in Sheets so you can update targets without changing the actor.

> **Tip**
>
> Do not auto-apply via scrapers — it violates terms and harms reputation. Manually qualify roles; some postings are stale or mis-scoped.

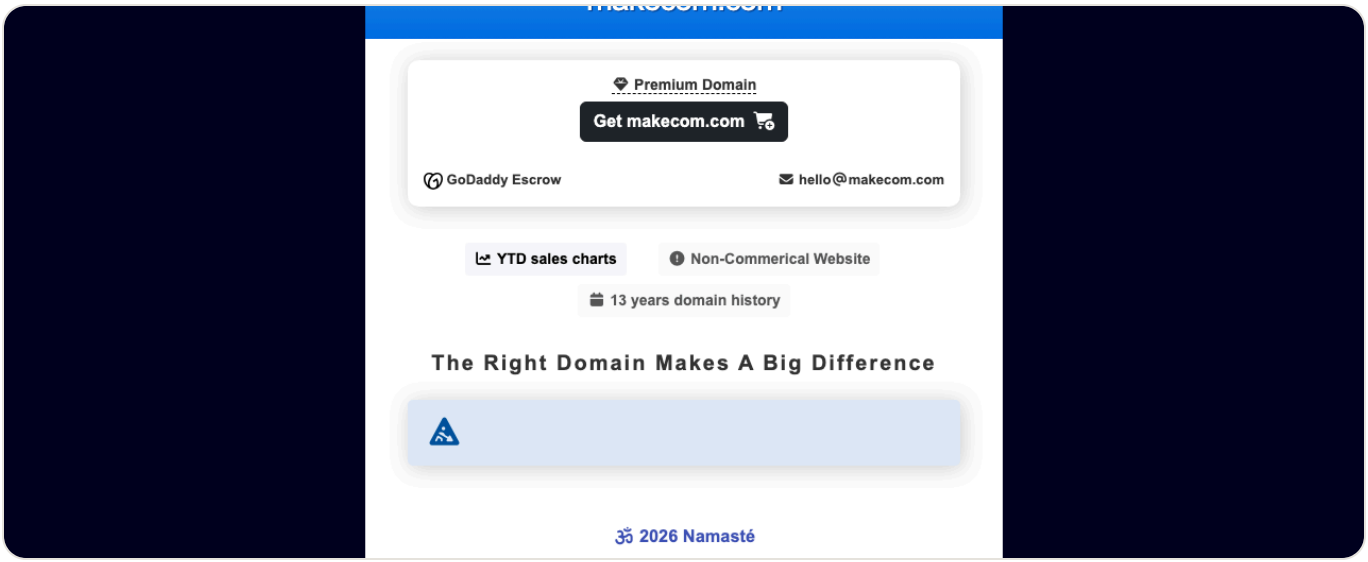
▸ MODULE 20

Step 18 — Make.com alternative (no-code)

Scenario A: Run the Indeed Bulk Job Scraper (via Apify HTTP module or Apify app), then watch for completion. Scenario B: Process results → OpenAI (tailor bullets/cover) → Google Docs (create) → Google Sheets (add row with links).

Use a Switch module to branch by resume file type (DOC/PDF/TXT) and extract accordingly. Sanitize text with Set Multiple Variables (replace newlines). Handle flaky APIs with Ignore for non-critical errors and Break to schedule retries. For long delays, route via Hookdeck and let it queue and transform before Make resumes.

> **Tip**
>
> Exponential backoff beats linear retries for rate limits. Replace newline characters with Make's newline function when finalizing content for Docs/Sheets.



make.com — where you'll do this

▸ MODULE 21

Step 19 — 🧪 Test, harden, and run

Test with sample inputs: multiple resume formats, varied JDs (short/long), and edge cases (missing emails). Verify outputs in Google Sheets: job title, company, posting date, tailored links, and AI analysis fields.

Enable storing of incomplete executions; re-run failed branches. If using Hookdeck, test by POSTing to its webhook and confirming queued/delayed delivery to Make. After runs, spot-check quality and manually qualify top opportunities.

> **Tip**
> Automation should draft; you decide. Keep final judgment (fit and outreach) human for signal and brand safety.

▸ MODULE 22

Step 20 — 💼 Upwork-only: instant proposal pack (optional)

If your primary platform is Upwork, add a fast proposal generator and optional visual. Expose a chat for pasting the job post; auto-generate proposal JSON, a Google Doc version, and a Mermaid flowchart to show your approach.

PROMPT — UPWORK PROPOSAL JSON

```
System prompt: You are a helpful intelligent Upwork application writer.\n\nUser prompt: Your task is to take as input an Upwork job description and return as output a customized proposal.\n\nTemplate 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]\n\nAbout 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.\n\nRules 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.\nI'm an automation specialist applying to jobs on freelance platforms.\nYour 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.\n\nHigh performing proposals are typically templated as follows:\n- Title of system\n- Brief explanation of system\n- 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.\n- I've done the below many times and working with specific part of their request is actually one of my favorite parts of automation.\n- Here is how we'll build all of this stuff: left to right flow with arrows.\n- A little bit about me: bullet points.\n\nRules:\n- Write in a casual Spartan tone of voice.\n- Don't use emojis or flowery language.\n- If there's a name included somewhere in the Upwork job description, add it for personalization.\n- Return step-by-step bullet points.\n- Delimit each bullet point with a backslash and include a hyphen.\n- Prefer not to mention social proof that includes money and numbers in about me bullet points.\n- 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.\n\nExample output:\ngraph TD\nA[Receive email from Facebook lead ads] --> B[Add to CRM]\nB --> C[Send customized SMS]\n\nRules:\n- Only output flowcharts, no sequence diagrams, no Gantt charts.\n- Do not output any accessory formatting information like backticks.\n- Your first character should be 'g' (for graph TD).
```

Tip

Upwork competition is often weak. Tight targeting, fast proposals, and small proofs of work can compound quickly.

▸ **MODULE 23**

Mistakes to avoid

Avoid

Spray-and-pray applications; relying only on certs without projects; DM'ing only the hiring manager on LinkedIn (messages get buried) — use email and multi-channel; letting AI write entire resumes/cover letters (template most, have AI fill small parts); building your own LinkedIn scraper; auto-applying via scrapers (ToS + reputation risk); not preparing 'Tell me about yourself'; overstuffing LinkedIn so you seem over/under-qualified; attaching portfolios instead of links; forgetting to enable retries/incomplete execution storage in automation; ignoring state/location restrictions in remote postings.

▸ MODULE 24

Salary Estimate

$24–$30/hr

Park Aid overnight customer support associate, plus stipend/allowance/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 (source-reported)

$50–$60/survey

Prolific survey work (example-only, source-reported)

▸ MODULE 25

Resources

RESOURCES

TryHackMe	Hands-on cybersecurity labs for SOC evidence
Hack The Box	Practice environments for security skills
ACSC Essential Eight	Australian baseline security strategies
Australian Information Security Manual (ISM)	Guidance for security controls
ISO/IEC 27001	International standard for information security management
APRA CPS 234	Information security standard (financial services, AU)
Mermaid Live Editor	Visualize Mermaid flowcharts from text
Coursera — AI for Everyone	Structured learning path (example referenced)

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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.

Learn More →

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