JobHacki
OPPORTUNITY GUIDE

⚡ Premium Action Guide

Job Search Tips — A Complete, Repeatable System

Build a focused, evidence-led job hunt that combines targeted resumes, platform-specific search, human outreach, and optional automation to scale — without spam or guesswork.

📌 **Updated for 2026** 📄 **1 playbook** End-to-end job search workflow

📣 **@jobhacki** · JobHacki Community

🚀 Start Fast

Clear first steps you can take this week.

📋 Real Sources

Built from people who actually did it.

💰 Honest Numbers

Source-reported pay, costs, and risks.

Get the Full Guide Vault →

🔒 Includes checklists, scripts & source-backed insights

YOU WILL LEARN

- ☑ What you'll build
- ☑ Step 1 — 🎯 Choose a target role and test fit
- ☑ Step 3 — 📄 Craft an ATS-ready, targeted resume
- ☑ Platforms & tools
- ☑ Step 2 — 🧪 Build role-appropriate proof quickly
- ☑ Step 4 — 💼 Optimize your LinkedIn profile for skimmability

▸ MODULE 01

What you'll build

A job search operating system that helps you pick a target role, build proof fast, craft an ATS-friendly resume, search smart across LinkedIn/Indeed/Google/Upwork, and run respectful outreach that gets replies.

Optionally, wire up automations (Apify + Make.com/n8n) to collect roles, tailor resumes, and track everything in Google Sheets and Docs — safely and compliantly.

1. Clarity on target role and proof to show
2. ATS-ready resume with role keywords
3. Platform-specific search + smart tracking
4. Human outreach with tight scripts and video
5. Optional automations for scraping + tailoring

▸ MODULE 02

Platforms & tools

Lead & Outreach

3 free · 5 paid

LinkedIn · Upwork · Loom · 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 1 free · 1 paid

GitHub · VS Code

Automation 2 free · 2 paid

Make.com · n8n · Apify · Zapier

▸ MODULE 03

Step 1 — 🎯 Choose a target role and test fit

Pick 1–2 roles to test over 30 days. Read five recent job ads for each, list recurring skills, then build a tiny deliverable that proves you can do the work. Write a short summary of what you learned.

At day 30, choose the path with stronger proof, clearer explanation, and more curiosity — then focus on it for the next 90 days.

> **Tip**
> Don’t choose a path because it looks easier. Choose the one where you can build real, explainable evidence fast and that your market values.

▸ MODULE 04

Step 2 — 🧪 Build role-appropriate proof quickly

Proof beats promises. Create a small, explainable project that mirrors daily tasks of the role you want, and keep notes you can show in interviews.

Examples for cybersecurity pivots: SOC — basic SIEM/log analysis lab, Windows event log write-up, phishing email analysis, or defensive pathways (TryHackMe/Hack The Box) with notes. GRC — sample risk register, basic security policy, mock supplier review, control mapping to common frameworks (e.g., ISO 27001, Essential Eight).

> **Tip**
> Avoid vague bullets like “completed labs.” Write what you built, how you tested it, and what changed because of it. Certifications help, but without projects you’ll lag.

▸ MODULE 05

Step 3 —  Craft an ATS-ready, targeted resume

Mirror the job’s language: front-load role keywords and hard skills in your top third. Lead bullets with outcomes, then actions. Manually reorder sections to highlight the most relevant experience for each application (you’re not bound to strict reverse-chronological if tailoring boosts fit).

Include metrics you can explain; if you can’t articulate results, you’re invisible. For freshers, emphasize coursework, team projects, and strengths like time management and communication. For support roles, include tool terms (e.g., Zendesk, Intercom, API/JSON, basic SQL) when true.

PROMPT — RESUME TAILORING

```
You are an ATS-savvy resume editor. Given [JOB DESCRIPTION] and [CURRENT RESUME TEXT], return a tailored resume optimized for [ROLE TITLE]. Requirements: 1) Mirror exact role keywords where truthfully applicable; 2) Lead bullets with outcomes; 3) Keep total length to one page if <10 years experience; 4) Use concise, scannable bullets; 5) Output in Markdown ATX headings with sections: Summary, Skills, Experience, Projects, Education. Keep dates consistent. Avoid overclaiming.
```

PROMPT — BULLET REWRITES WITH METRICS

```
Rewrite these resume bullets to be impact-first, with specific, supportable metrics and tools, aligned to [TARGET ROLE]: [BULLETS]. Format: • [Outcome] — [Action with tools/methods] (Context). Avoid fluff; keep each under 24 words.
```

PROMPT — FRESHER SUMMARY

```
Write a 3-sentence resume summary for a fresher targeting [ROLE]. Emphasize coursework/projects, core skills (e.g., [SKILLS]), and strengths (time management, collaboration, resilience, communication). No clichés. Keep under 50 words.
```

Tip

Recruiters scan in an F-pattern: top line, first bullet, then down the left. Put your best proof and keywords where eyes land first.

▸ MODULE 06

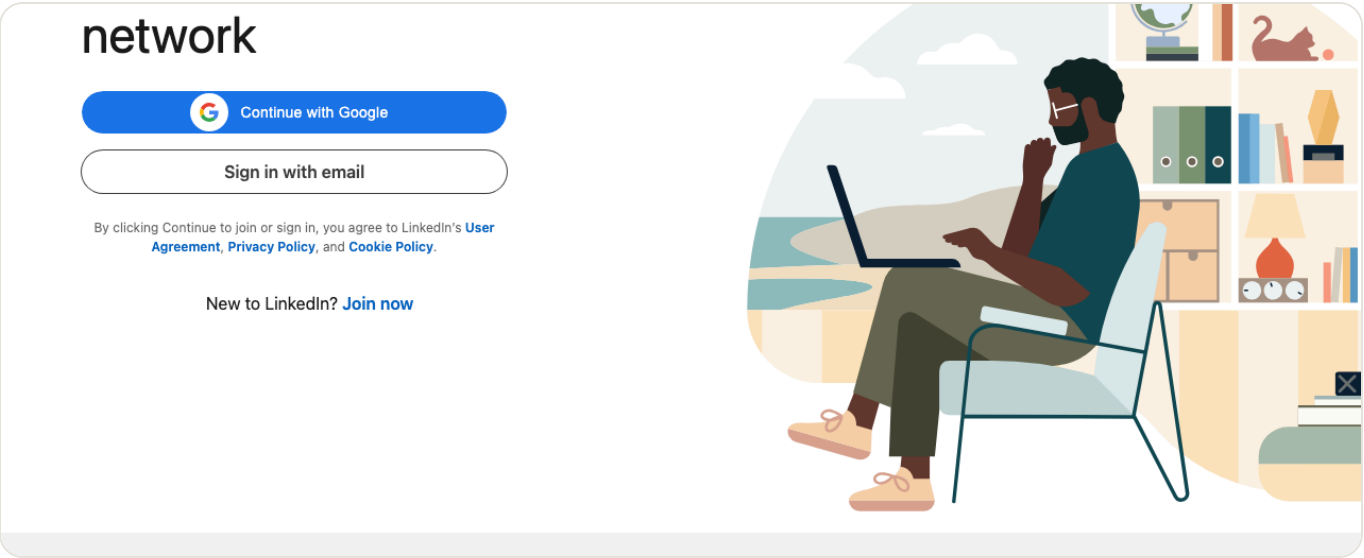
Step 4 — 💼 Optimize your LinkedIn profile for skimmability

Headline: role + core tools + niche. About: lead with your strongest proof in the first ~120 characters. Add a vertical list of expertise to create a fast, check-mark effect.

Experience: tailor bullets for the target role; link projects or GitHub where relevant. Keep it tight; too much text makes you look unfocused or overqualified.

Tip

When recording a Loom profile walkthrough for outreach, scroll up and down — a static screen looks like a screenshot and gets ignored.



LinkedIn — where you'll do this

▸ MODULE 07

Step 5 — 🌐 Build a lean online presence

Have a clean, easy site or one high-quality portfolio page. Post brief “document, don’t create” updates about problems you solved. For tech roles, push small, well-explained commits to GitHub and consider a polished Google Colab notebook demo.

Open-source or well-known org contributions (even minor) can boost credibility by association on your resume.

▸ MODULE 08

Step 6 — 🕵️ Research the company and people

Before applying or interviewing, find the company’s mission, age, products, leadership, and recent news. Look up potential interviewers on LinkedIn to understand their focus.

Note 3–5 business problems the role likely tackles and connect your bullets/projects directly to them.

▸ MODULE 09

Step 7 — 🔍 Find roles on the major platforms

Use targeted searches and saved alerts. Apply your resume tailoring from Step 3, then log each application for follow-up.

Platform	What to do in this step
LinkedIn	Use title + must-have keywords; filter by Date posted and Experience level; save searches; research the hiring team from the posting; avoid mass InMails — prefer email after applying.
Indeed	Search exact titles; add city/remote; sort by date; set alerts; verify company sites for application restrictions by state.
Google	Type role + location; click Jobs panel; turn on alerts; scan duplicates across boards and apply at the company site when possible.
Upwork	Narrow by Category and Experience level; save searches; tailor proposals; complete profile sections and project catalog to boost ranking.

Tip

Some remote companies hire only in certain states. Check location restrictions before deep-diving — and never auto-apply with scrapers on job boards.

▸ MODULE 10

Step 8 — 📋 Track every application in Google Sheets

Create a tracker with columns: Position Name, Job Type, Company Location, Description, URL, Customized Resume (Doc link), Date Created, Posted At, Scraped At, Status, Next Action, Contact 1/2/3, Notes.

As you tailor, add the resume Doc link and a one-line angle (why you fit). This becomes your follow-up queue.



Google Sheets — where you'll do this

▸ MODULE 11

Step 9 — 🤖 Optional: Collect roles automatically with Apify

If you apply at scale, use Apify's Indeed bulk scraper actor to fetch fresh postings into a dataset, then pipe them to your Sheet. Use it to discover roles — not to auto-submit applications.

1. Sign up on Apify, copy API key
2. Understand actor → task → dataset
3. Run the Indeed bulk scraper with title, location, max items
4. Use Watch Actor Runs to trigger only on new data

> **Tip**
> LinkedIn and similar sites resist scraping; use marketplace actors when available, and never automate applying — it risks accounts and reputation.

▸ MODULE 12

Step 10 — 🛠️ Optional: Orchestrate tailoring and tracking (Make.com or n8n)

Automate the boring parts safely: parse new jobs, tailor resumes with AI guardrails, save to Google Docs, and log to Sheets. Keep humans in the loop for review.

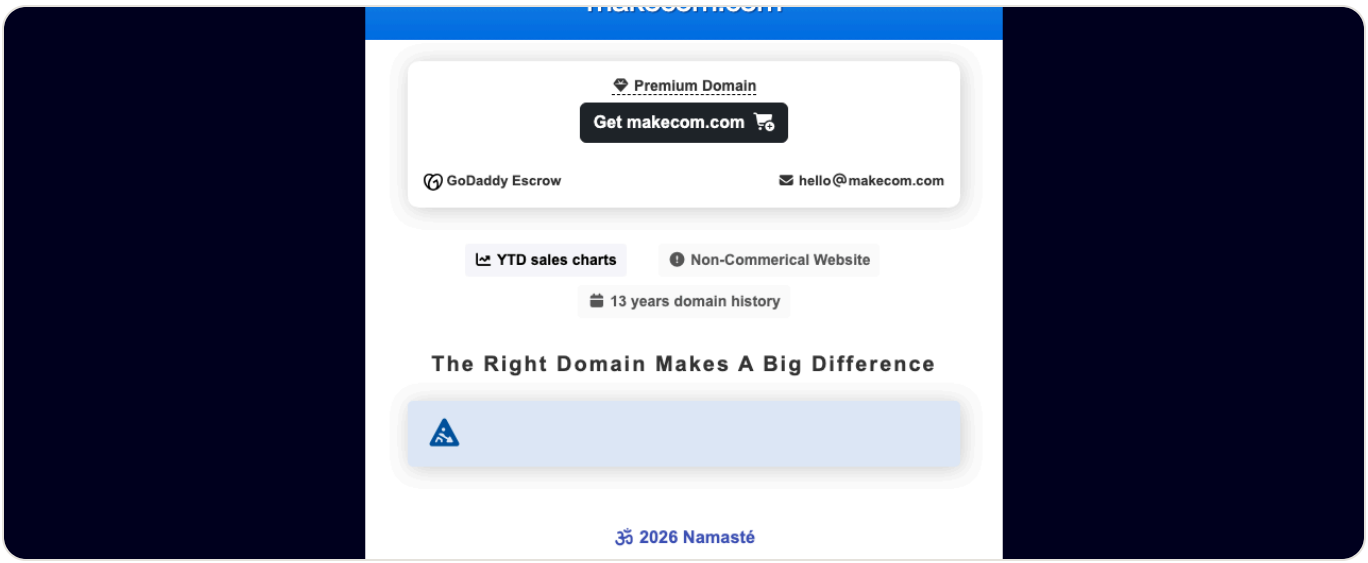
1. Make.com flow: Scrape → Tailor → Docs → Sheets → Email
2. n8n flow: Trigger → Analyze JD vs Resume → Extract → Docs/Sheets
3. Use Hookdeck for long delays and retries
4. Test with Word/PDF/Text via mime-type switch

In Make.com: create two scenarios. 1) Start the Apify actor with search params. 2) Watch for its completion (Watch Actor Runs), fetch the dataset, call OpenAI to tailor (system + user prompts), create a Google Doc for each tailored resume, then Add Row in Google Sheets with links. Use Set Multiple Variables to sanitize text; Switch to handle resume mime types; Break

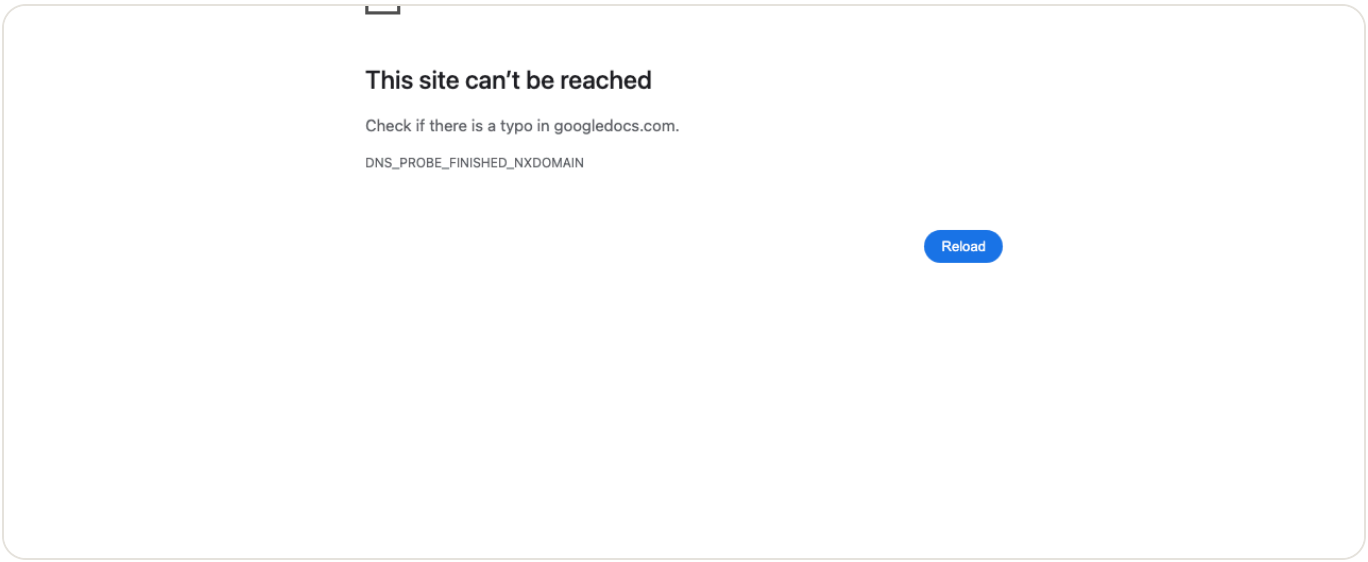
with backoff on rate limits; Ignore to continue despite benign API errors; enable storing incomplete executions. Hookdeck can delay webhooks for hours/days if you pace outreach.

In n8n: connect Google Sheets (create a Google Cloud project, enable Sheets API, OAuth consent, paste client ID/secret; you may need to accept the Advanced warning), add an OpenAI node (paste API key), and an AI agent node that compares your resume to the job and outputs strengths, weaknesses, risk, reward, and overall fit. Use a separate Information Extractor node to pull first/last name and email from resumes (don't overload the AI node). Map output fields into Sheets: date/time, resume link, email, strengths, weaknesses, risk, reward, fit, justification. Trigger via Gmail (new email with resume) if you want ingestion from your inbox. After runs, verify your Sheet rows and links.

> **Tip**
> Use a structured output (JSON schema) for AI responses so scores and justifications land in separate fields. Always use the correct Google Drive file ID when converting/downloading.



make.com — where you'll do this



Google Docs — where you'll do this



n8n — where you'll do this

▸ MODULE 13

Step 11 — ✉️ Apply smart, then reach out to humans

Apply with your tailored resume/cover, then contact three people: the recruiter or hiring manager, a peer in the role, and a leader adjacent to the team. Keep messages short, specific, and respectful. Use multiple channels (email first; LinkedIn/Twitter/Instagram as backups). Add a 60–90s Loom video if relevant.

TEMPLATE — EMAIL HIRING MANAGER

```
Subject: Quick question
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'd love the opportunity to speak and share how my background could be an asset as I'm excited about the possibility of joining the team.

Hope to hear from you soon,

[Your Name]
```

TEMPLATE — ASK FOR CULTURE INSIGHT (PEER)

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

See that you've been on the [Team] at [Company] since [Year]. I'm interested in opportunities on the team and was wondering if you'd be willing to share a few thoughts on what it's been like working there and the culture.

Thanks in advance,

[Your Name]
```

TEMPLATE — DM (INFORMATIONAL ASK)

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

Hey [Name],

I’m glad we connected here. I’m exploring [Role/Function] and interested in
[Company]. Would you be open to sharing how the team works and what success
looks like? Even 10 minutes would help a ton. Thanks!

[Your Name]
```

> **Tip**
>
> Messaging right after applying on LinkedIn is common and gets buried. Email first, keep it punchy, and personalize with one line that proves you read the posting.

▸ **MODULE 14**

Step 12 — 🤝 Run informational interviews that open doors

Ask for expert opinions, not favors. Learn the role’s day-to-day, then tailor your bullets/projects accordingly. Log who you spoke with and send a thank-you with one concrete action you took from their advice.

TEMPLATE — INFORMATIONAL ASK

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

▸ **MODULE 15**

Step 13 — 🎤 Prepare for interviews with proof and stories

Build 6–8 STAR stories tied to the most repeated skills in postings. Open with the Result, then the Action. Practice “Tell me about yourself” so you’re concise and confident. For support roles, prepare examples of solving difficult customer problems, staying calm under pressure, and going above and beyond.

Video interviews: reference friendly connections you made with the team to show momentum.

> **Tip**
> Avoid “volcano answers” (overheated rants). Interviewers make snap judgments; stay calm, specific, and tie stories to business outcomes.

▸ MODULE 16

Step 14 — 📨 Follow up and handle admin cleanly

Send thank-you notes within 24 hours. If asked for an application number you don’t have, email the company’s recruiting/careers address and politely request help referencing the role link/date. Use Claude to draft a brief follow-up sequence; keep intervals reasonable.

▸ MODULE 17

Step 15 — 💼 Freelance track: win on Upwork

Complete all profile sections (consultations, portfolio, skills, catalog, testimonials, certs, employment, linked accounts). Front-load your best social proof in the first 100+ characters. Avoid attaching heavy portfolios — link to concise proof instead. Your competition often underperforms; consistent quality and speed compound.

PROMPT — UPWORK PROPOSAL (JSON)

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 help; please respond so we can chat. Thank you.

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

PROMPT — GOOGLE DOC PROPOSAL (STRUCTURED)

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

High-performing structure:
- Title of system
- Brief explanation of system
- Confidence line + step-by-step
- Prior similar work line
- Build plan: left-to-right flow with arrows
- About me: bullet points

Rules:
- Casual Spartan tone
- No emojis or flowery language
- If a name appears in the JD, include it for personalization
- Return step-by-step bullet points
- Delimit each bullet with a backslash and a hyphen
- Prefer not to mention money/metrics in social proof
- Use first-person
```

PROMPT — MERMAID DIAGRAM FROM JD

```
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:
graph TD
A[Receive email from Facebook lead ads] --> B[Add to CRM]
B --> C[Send customized SMS]

Rules:
- Only flowcharts
- No accessory formatting
- First character must be 'g' (for graph TD)
```

TEMPLATE — ASK CLIENTS TO CLOSE CONTRACTS WITH A REVIEW

```
Would you mind ending the contract and leaving an honest review of your
experience? This would help me on Upwork a ton. If you're new to the process, I
found a guide in case it helps — or I can walk you through it. I'll leave you
one, too.

Would you mind closing the contract for now and leaving a written review? It
tends to help me rank up in Upwork's search. I'll happily work with you again
anytime — just send a new offer.

Hey, could you do me a favor and be the one to end our contract together? If a
freelancer closes it, the client isn't prompted to review immediately. If you
close it, it asks for a written review, which helps a lot. Thanks!
```

▸ MODULE 18

Step 16 — 🔐 Secure your accounts

Use long, memorable passphrases; length beats complexity. Turn on 2FA wherever possible. Store credentials in a reputable password manager.

1. Eight-char passwords have ~6 quadrillion combos (source-reported)
2. NIST: allow 64-character memorized secrets (source-reported)

▸ MODULE 19

Step 17 — 🌍 Broaden your remote options (non-phone, tutoring, surveys)

Consider non-phone roles (chat support, data entry) and global tutoring platforms. For light income while searching, vetted survey panels can help — qualify carefully and track time vs. payout.

> **Tip**
>
> Manually qualify roles and gigs — some leads aren't real operators. Check company pages and recent activity before investing time.

▸ MODULE 20

Step 18 — 🧰 Troubleshoot, wireframe, and iterate

If your automation throws an error, re-run with sample inputs and read recent execution logs — have the AI suggest fixes, then re-test. Wireframe complex flows in Excalidraw before you build; it saves hours. Commit artifacts (prompts, flows, resumes) to GitHub so you keep a history and can roll back.

▸ MODULE 21

Step 19 — 🛡️ Be layoff-ready and financially sane

Keep your resume, metrics, and portfolio links accessible off your work laptop. Aim for a 3–12 month runway if possible. Focus spending on what moves your search forward — not on fancy tools you don't need yet.

▸ MODULE 22

Mistakes to avoid

🚫

AUTO-APPLY SPAM

Never auto-apply to jobs (e.g., Indeed) via scrapers — it violates terms and burns your reputation.



RESUME WITHOUT PROOF

Relying on certs/education or vague bullets instead of concrete, explainable projects.



OVERLOADED LINKEDIN

Walls of text get passed over. Front-load proof; keep sections tight.



GENERIC OUTREACH

Long DMs on LinkedIn after applying get buried. Email first; keep it short and personalized.



OVERLOADING AI NODES

In automations, don't make one agent do everything. Use a separate information extractor; parse AI outputs with a structured schema.



IGNORING RESTRICTIONS

Some remote roles hire only in certain states. Check before investing time.



NO WIREFRAME

Building automation without a simple diagram wastes hours. Sketch flows first.



CREDENTIAL SNAGS

Google OAuth warnings and wrong Drive file IDs are common — review setup and IDs carefully.

▸ MODULE 23

Salary Estimate

$24–$30/hr

Park Aid customer support associate (source-reported; example only)

$20–$22/hr

Seresti Health enrollment specialist (source-reported; example only)

Up to $50–$60/survey

Prolific surveys (source-reported; example only)

$1,500–$2,000/mo

Example Upwork retainer for automation services (source-reported; example only)

▸ MODULE 24

Resources

RESOURCES

Mermaid Live Editor	Render Mermaid diagrams for proposals
Excalidraw	Wireframe your job/automation flows
TryHackMe	Hands-on labs for SOC evidence
Hack The Box	Defensive pathways and lab practice
Coursera — AI for Everyone	Structured learning path (optional upskilling)
Google AI Professional Certificates	AI/ML certificate programs (optional)
Microsoft Learn — Machine Learning	Free ML learning path (optional)
NIST SP 800-63B	Password guidance for strong account security
ACSC — Essential Eight	Australian baseline controls (GRC context)
Australian Information Security Manual	GRC framework reference (AU)
ISO/IEC 27001 overview	International ISMS standard overview
APRA CPS 234 overview	Information security prudential standard (AU financial services)

Engly	Tutoring jobs (global; example)	↗
Open English	Tutoring jobs (global; example)	↗
AmazingTalker	Tutoring marketplace (global; example)	↗
Yaya English	Tutoring jobs (example)	↗
Achieve Test Prep	Remote tutoring roles (example)	↗

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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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