JobHacki
OPPORTUNITY GUIDE

⚡ **Premium Action Guide**

LinkedIn Job Search Playbook

A step-by-step system to target roles, optimize your profile, optionally add light automation, and do high-signal outreach that gets replies—without spamming or guessing.

📌 **Updated for 2026** 📝 **3–10 min/app** Typical manual tailoring time (source-reported)

📣 **@jobhacki** · JobHacki Community

🚀 Start Fast

Clear first steps you can take this week.

📋 Real Sources

Built from people who actually did it.

💰 Honest Numbers

Source-reported pay, costs, and risks.

Get the Full Guide Vault →

🔒 Includes checklists, scripts & source-backed insights

YOU WILL LEARN

- ☑ What you'll build
- ☑ Step 1 — 🎯 Define your target roles
- ☑ Step 3 — ✨ Refactor your LinkedIn top-of-fold
- ☑ Platforms & tools
- ☑ Step 2 — 🧪 Build proof fast
- ☑ Step 4 — 🗂️ Create your job tracker

▸ MODULE 01

What you'll build

A focused LinkedIn job search system: clear target roles, a high-signal profile, an organized tracker, tight resume/cover customization, and a concise multi-channel outreach routine. Optional Make.com or n8n automations help tailor resumes and log opportunities without violating platform rules.

You'll move from passive applying to proactive, research-led conversations with the right people at target companies.

1. A sharp LinkedIn profile that passes the 5-second scan
2. A Google Sheets tracker that centralizes roles and follow-ups
3. Reusable AI prompts for resume tailoring and fit analysis
4. A 3-person outreach play (recruiter/hiring manager, teammate, adjacent leader)
5. Optional Make.com/n8n automation to speed repeatable steps

▸ 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

OpenAI · ChatGPT · Claude · Gemini · Anthropic

Dev & Hosting `0 free · 2 paid`

GitHub · VS Code ·

Automation `1 free · 3 paid`

Make.com · n8n · Apify · Zapier ·

▸ MODULE 03

Step 1 — 🎯 Define your target roles

Pick 1–2 job titles and a short list of target companies. Read 5–10 recent job ads to spot repeated requirements, keywords, and metrics. Decide what you can credibly show in 30 days and where you want to be in 3 years.

> **Tip**
> Scattershot applying without a niche or the right skills gets few replies. Focus first; then apply consistently.

▸ MODULE 04

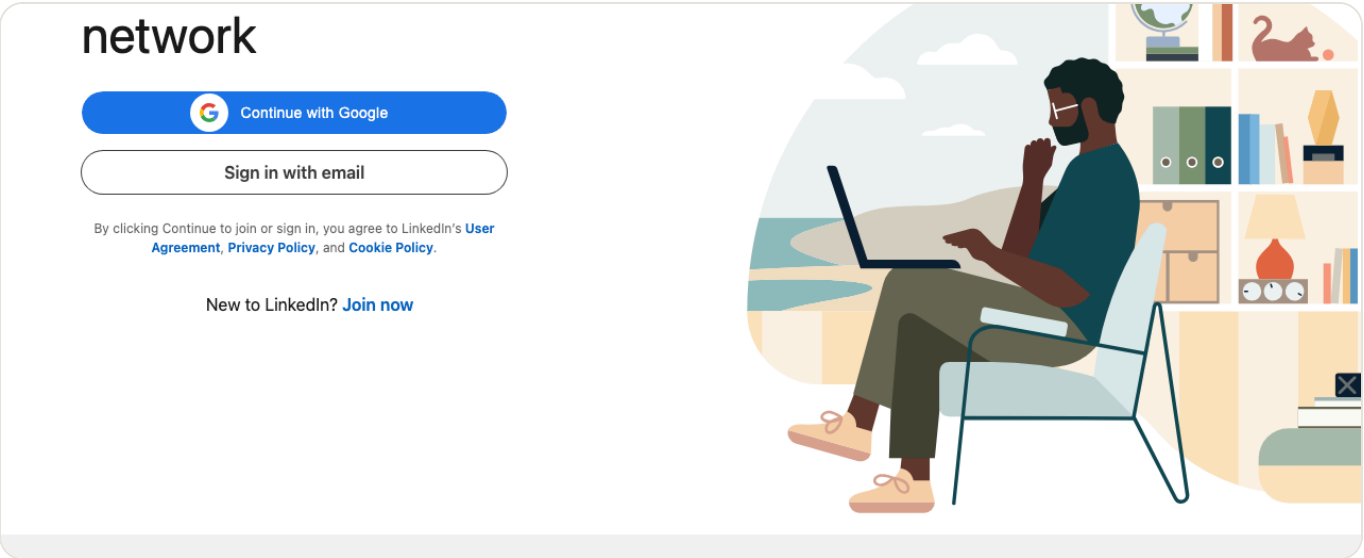
Step 2 — 🧪 Build proof fast

Create 1–3 role-appropriate artifacts with measurable outcomes. Translate past work into metrics and plain language that mirrors job ads. Link these in your LinkedIn Featured and resume.

Cybersecurity example (optional): SOC — complete a basic SIEM/log analysis lab, a Windows event log write-up, or a phishing analysis with notes. GRC — create a sample risk register, a basic security policy, a mock supplier review, or control mapping against a framework.

Tip

Avoid vague bullets like “completed SOC labs.” Write what you built, how you investigated, what you found, and the impact.



LinkedIn — where you'll do this

▸ MODULE 05

Step 3 — ✨ Refactor your LinkedIn top-of-fold

Headline: target role + strongest proof (metric or tool). About: 3–5 punchy lines with a vertical skills list to trigger the check-mark effect. Experience: outcome-first bullets; link artifacts in Featured.

Front-load your best line: people skim in an F-pattern (top line → first bullet → left rail). Keep it crisp; don’t overload with everything you’ve ever done.

Tip

Use ChatGPT/Claude to tighten grammar and clarity, but keep your voice. Overstuffed profiles get skipped as “overqualified” or unfocused.

▸ MODULE 06

Step 4 — 🗂️ Create your job tracker

In Google Sheets, add columns: Position Name, Job Type, Company Location, Description, URL, Customized Resume (link), Date Created, Posted At, Scraped At, Stage, Last Touch, Next Touch, Contact 1/2/3.

If you'll add AI fit scoring, reserve columns for Strengths, Weaknesses, Risk, Reward, Overall Fit, and Justification. This keeps everything in one place.

> **Tip**
> Freeze the header row and use filters. Add data validation for Stage (Applied, Intro Sent, Interview, Offer, Closed).



Google Sheets — where you'll do this

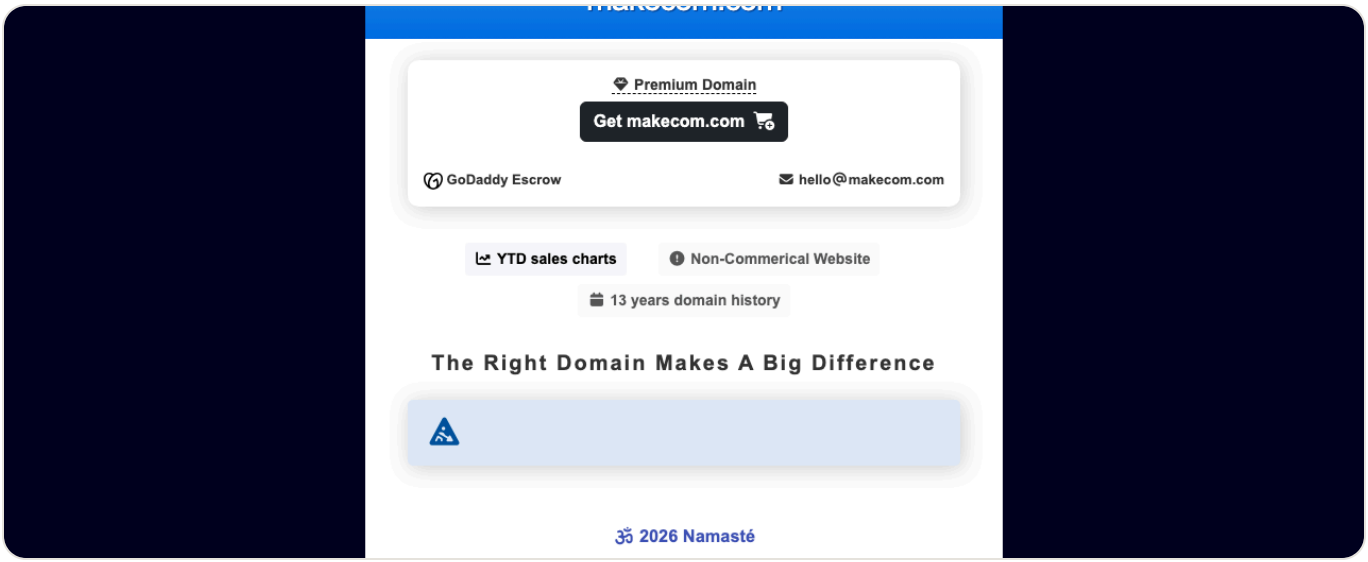
▸ MODULE 07

Step 5 — 🧭 Pick your workflow path

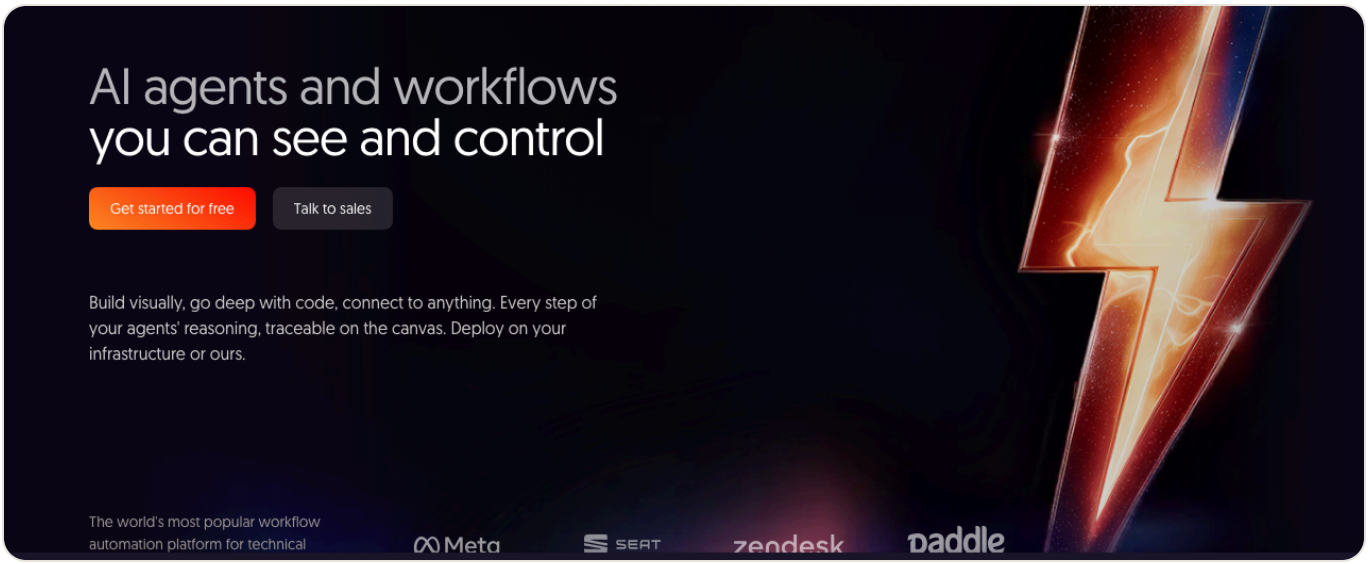
Choose a manual or automated system. All paths use LinkedIn for search/research and your tracker for decisions; automations only speed the repeatable parts.

Platform	What to do in this step
LinkedIn	Work 3–5 saved searches; set job alerts; follow target companies; create a shortlist; add roles to your tracker.
Make.com	Start two scenarios: (1) discover roles (optional Apify on job boards), (2) watch for new data → tailor resume with OpenAI → create Google Doc → log to Sheets.
n8n	Create a workflow: inputs (job title, location, resume) → optional Apify fetch → AI analysis/tailoring → write to Sheets/Docs.
Google Sheets	Run a fully manual system: paste job URLs, notes, and outcomes; use conditional formatting for Next Touch dates.

> **Tip**
>
> Avoid auto-applying on job boards via scrapers; it risks violations and reputation harm. Use data to prioritize, not to spam.



make.com — where you'll do this



n8n — where you'll do this

▸ MODULE 08

Step 6 — 🔐 Configure automation credentials (optional)

If using n8n: create Google Sheets credentials in n8n, then in Google Cloud Console create project “job finder,” enable Google Sheets API, configure OAuth consent, create OAuth client (web), add n8n redirect URI, copy client ID/secret into n8n, publish, and sign in. Add OpenAI credentials by generating an API key and saving it in n8n.

If using Make.com: add OpenAI and Google Sheets modules and authenticate. Optional: add Apify by pasting your API key; remember Apify’s model: actors run tasks and store outputs in datasets.

> **Tip**
> During Google OAuth you may see an “unverified” warning—use Advanced → Continue. Use correct nested Google Drive File IDs to avoid 404s.

▸ MODULE 09

Step 7 — ✍️ Prepare prompts for tailoring and fit

PROMPT — RESUME TAILORING (COPY-PASTE)

```
System: You customize resumes to a specific job. Keep structure predictable;
return JSON and a Markdown ATX version for Docs.

User: Here is the JOB DESCRIPTION:
[JOB DESCRIPTION]

Here is my BASE RESUME (plain text):
[RESUME TEXT]

Return JSON with keys exactly:
{
  "summary": "2–3 line summary tailored to role",
  "keywords_to_add": ["5 role keywords"],
  "strengths": ["3–5 bullets"],
  "gaps": ["2–4 bullets"],
  "cover_email": "3–5 crisp sentences",
  "markdown_resume": "# Name\n## Title\n... (ATX headings, bullets)"
}
Rules: mirror language from the job ad; avoid flowery language; keep bullets
tight; do not invent employers or dates.
```

PROMPT — FIT ANALYSIS (COPY-PASTE)

```
System: Analyze candidate fit vs a job. Output structured fields only.

User: JOB DESCRIPTION:
[JOB DESCRIPTION]

RESUME (text):
[RESUME TEXT]

Return JSON:
{
  "strengths": ["..."],
  "weaknesses": ["..."],
  "risk_factor": "low|medium|high",
  "reward_factor": "low|medium|high",
  "overall_fit": 1-5,
  "justification": "4-6 sentences"
}
Notes: Use concrete evidence from resume; avoid generic claims.
```

> **Tip**
>
> Template most text yourself; let AI fill small fields. This keeps outputs predictable and reduces rewrites.

▸ MODULE 10

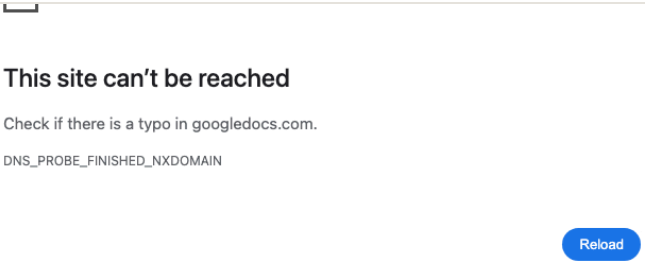
Step 8 — 🧰 Build the automation skeleton (optional)

Assemble the minimal loop: fetch role data (manual paste or optional Apify), normalize your resume input, run AI tailoring, write outputs to Docs and Sheets.

Platform	What to do in this step
LinkedIn	Copy target job URLs into your tracker; paste the most relevant requirements into a Notes cell for tailoring.
Make.com	Scenario A: run Apify’s Indeed actor with search parameters (e.g., title and location) and store dataset ID. Scenario B: watch dataset → normalize resume text → OpenAI (tailoring prompt) → create Google Doc → add row in Sheets (URL, company, strengths, weaknesses, fit, doc link).
n8n	Nodes: HTTP (Apify actor optional) → Switch (resume MIME type: docx/pdf/txt) → Extract text per branch → Information Extractor (first name, last name, email) → OpenAI (fit/tailor) → Google Docs (create) → Google Sheets (append).
Google Sheets	Add manual rows: URL, company, date, who you contacted, tailored doc link, and next follow-up date.

Tip

Don’t overload one AI node. Use an information extractor for names/emails and a separate node for analysis to reduce confusion.



Google Docs — where you'll do this

▸ MODULE 11

Step 9 — 🧪 Test, harden, and schedule (optional)

Run the workflow with sample inputs (title, location, resume). Validate that Sheets receives job title, description, company, posting date, strengths/weaknesses, fit, and your tailored Doc link.

Handle edge cases: create branches for DOCX/PDF/TXT, continue on non-critical API errors (ignore), and retry with exponential backoff (break). For long delays before follow-ups, queue data via Hookdeck and release later to Make.com/n8n.

> **Tip**
> Enable storing incomplete executions so you can retry steps after transient errors. Use structured output parsing; one big text blob is hard to maintain.

▸ MODULE 12

Step 10 — 🔎 Research the company and interviewers

Before outreach or interviews, scan the company's LinkedIn page, mission, and recent posts. Identify your likely recruiter/hiring manager, someone already in the role, and one adjacent leader. Add each to your tracker with a brief note on why you're reaching out.

If you're exploring technical roles, short chats with practitioners give critical context for how the work actually runs day to day.

> **Tip**
>
> Not every lead is qualified. Manually qualify contact targets to avoid messaging the wrong person or stale profiles.

▸ MODULE 13

Step 11 — 📨 Apply, then contact three people

Submit your application with a tailored resume/cover. Then contact three humans: (1) recruiter or hiring manager, (2) someone already in the role, (3) a sales or adjacent leader. Keep messages short and specific; reference one line from the job or their profile.

TEMPLATE — INFORMATIONAL DM (LINKEDIN)

```
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 TO HIRING LEAD

```
Subject: Quick intro re: [ROLE]

Hi [Name],

I see you might be leading hiring at [Company] and wanted to personally share
my resume for the [ROLE] you have open. I'd love to speak and show how my
background in [RELEVANT STRENGTH] could help [TEAM/GOAL].

Thanks for considering,
[Your Name]
[LinkedIn URL] | [Phone]
```

TEMPLATE — COLD EMAIL TO TEAM MEMBER

Subject: Curious about working on [Team] at [Company]

Hi [Name],

I saw you've been on the [TEAM] at [Company] since [YEAR]. I'm exploring [ROLE] roles and was wondering if you could share what you enjoy about the work and culture there. Any quick pointers are appreciated.

Thank you!
[Your Name]

TEMPLATE — COLD EMAIL TO SALES/ADJACENT LEADER

Subject: Quick question about [ROLE] at [Company]

Hey [Name],

I noticed you've been leading [TEAM] at [Company] since [YEAR]. I'm interested in the open [ROLE] and wondered if you're involved in hiring. I'd appreciate a short chat on where this role helps the org and how I might plug in.

Best,
[Your Name]

TEMPLATE — WITH A WARM REF

Subject: Intro via [Referrer Name]

Hey [Name],

I was just speaking to [Referrer Name] about the [ROLE] and your team's culture. They suggested I reach out to you. I'd love to connect and share how my background in [RELEVANT STRENGTH] could align with the role.

Thanks,
[Your Name]

> **Tip**
>
> Hiring managers' LinkedIn inboxes are crowded. Pair a concise LinkedIn note with a short email for higher visibility.

▸ MODULE 14

Step 12 — 🎥 Add a 60–90s Loom intro

Record a 1–2 minute Loom introducing yourself, why this role, and one outcome you can replicate. Link it in your DM/email and in your tracker.

Make it specific to the company: mention one product, one metric, or one initiative you'd improve.

> **Tip**
>
> Scroll up and down the company or your LinkedIn profile during the recording so the video doesn't look like a static screenshot.

▸ MODULE 15

Step 13 — 🔁 Follow up with a light multi-channel cadence

Plan 2–3 polite follow-ups across LinkedIn and email. Keep each under 100 words, add one new signal (artifact, metric, brief idea), and update Next Touch in your tracker. If automating reminders, queue future sends via Hookdeck before releasing them to Make.com/n8n.

If asked for an application number you don't have, email the company's recruiting or careers inbox and ask for help locating your application.

> **Tip**
>
> Use exponential backoff between attempts to respect inboxes and rate limits. Don’t spam; quality beats frequency.

▸ MODULE 16

Step 14 — 🎙️ Prepare to interview well

Research: company name, age, mission, key people on LinkedIn. Reread the job ad; prep examples that map directly to its bullets. Practice a crisp “Tell me about yourself” that leads with the role and outcomes.

Share concrete stories of solving difficult problems, staying calm under pressure, and going above and beyond. Emphasize ability to learn; many companies train on their stack after you join.

> **Tip**
>
> Not reading the job description or winging “Tell me about yourself” are common deal-breakers. Rehearse out loud.

▸ MODULE 17

Step 15 — 🧭 Optional: Cybersecurity track chooser (SOC vs GRC)

Run a 30-day test. First 15 days SOC: read 5 SOC ads, learn SIEM/log/phishing language, do a small defensive lab or log analysis, and write a summary. Next 15 days GRC: read 5 GRC ads, learn risk/control/audit/framework language, create a risk register or control mapping, and write a summary. At day 30, ask which work made you more curious and which evidence you can explain clearly on a resume.

Know common frameworks (e.g., Essential Eight, ISO 27001, CPS 234) if you lean GRC. Keep building explainable artifacts; then go all-in on one path for 90 days.

> **Tip**
> Don’t pick GRC because it seems easier—great GRC requires clear writing, stakeholder skills, and technical understanding.

▸ MODULE 18

Step 16 — 📣 Maintain a visible professional presence

Post helpful snippets regularly on LinkedIn using “document, don’t create”: capture insights from projects, learning, and conversations. Keep a clean one-page site or portfolio; link it in your profile Featured.

Front-load social proof in the first sentence; many people only see the opening 100+ characters of your About or posts.

> **Tip**
> Link to live work; avoid sending downloadable portfolios. Fewer clicks = more views.

▸ MODULE 19

Step 17 — 🔄 Review results and iterate monthly

At month end, audit your tracker: response rates by role, company size, and outreach path. Double down on channels and messages that triggered replies. Refresh your top-of-fold summary with the strongest recent metric.

Keep key metrics handy at all times; access changes can be cut suddenly in layoffs, and metrics vanish with them.

▸ MODULE 20

Mistakes to avoid

🚫

AUTO-APPLY OR SCRAPE LINKEDIN

LinkedIn and many boards block scraping. Don't auto-apply; it risks violations and hurts your reputation.

🪨

OVERSTUFFED PROFILE

Too much detail or unfocused history reads as overqualified or not a fit. Lead with what matches the role.

🗒️

PAST-ONLY RESUME

Build for the next role, not just your last one. Mirror the job's language and metrics.

🤖

LETTING AI WRITE EVERYTHING

Template first; have AI fill small fields. Use structured JSON to avoid messy outputs.

📨

GENERIC POST-APPLY DMS

Hiring inboxes are crowded. Send concise, specific notes and pair LinkedIn with email.

🧪

NO WIREFRAME FOR AUTOMATION

Build a quick process map first. It saves hours of rework and error chasing.

⚠️

IGNORING JD AND 'TELL ME…'

Not reading the ad or winging core questions sinks interviews fast.

🧩

ONE-NODE AI OVERLOAD

Split extraction and analysis into separate nodes to reduce confusion.

NO RETRIES OR QUEUES

Use ignore/break and exponential backoff; queue long delays with Hookdeck.

STATE RESTRICTIONS SURPRISE

Some remote roles hire in limited states. Check restrictions before deep-diving.

▸ MODULE 21

Salary Estimate

$24–$30/hr

Park Aid customer support associate (source-reported)

$20–$22/hr

Seresti Health enrollment specialist (source-reported)

~$50k–$62k/yr

Example annualized from $24–$30/hr at 40 hrs/wk (example-only, derived)

~$3,520/mo

Example monthly from $22/hr at 160 hrs (example-only, derived)

▸ MODULE 22

Resources

RESOURCES

TryHackMe	Hands-on security labs for SOC evidence (optional track). ↗
Hack The Box	Defensive pathways for building explainable security projects. ↗
ACSC Essential Eight	Common Australian controls set (GRC reference). ↗

ISO/IEC 27001 Overview — International information security management standard (GRC reference).

APRA CPS 234 — Information security prudential standard (financial services GRC reference).

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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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