JobHacki
OPPORTUNITY GUIDE

⚡ **Premium Action Guide**

The 2026 Resume Playbook: Tips That Get Interviews

A practical, step-by-step system to research, write, tailor, and optionally automate ATS-friendly resumes that convert into conversations — with proven prompts, keywords, and outreach moves.

📌 **Updated for 2026**

🧾 **3–10 min** Typical manual tailoring per application (source-reported) — automate to ≈$0.02/job

📣 **@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

- [x] What you'll build
- [x] Platforms & tools
- [x] Step 1 — 🎯 Choose your target role and angle
- [x] Step 2 — 🔎 Build a keyword bank from live ads
- [x] Step 3 — 🧱 Design your resume layout for scanning
- [x] Step 4 — ✍️ Write metric-driven bullets (mini-STAR)

▸ MODULE 01

What you'll build

A master resume that’s easy to tailor in minutes, a keyword bank aligned to your target role, and a crisp LinkedIn profile that mirrors your resume. Optionally, an automation that scrapes job ads, tailors your resume with AI, stores a Google Doc link, and tracks everything in a Google Sheet — plus outreach scripts that get human replies.

1. One master resume + tailored copies fast
2. Keyword bank from 5–10 live job ads
3. Role-specific prompts that keep ATS happy
4. Optional Make.com/n8n pipeline for scale
5. Multi-channel outreach that beats inbox noise

▸ MODULE 02

Platforms & tools

Lead & Outreach — 2 free · 6 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

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 and angle

Pick one primary role to aim at and gather 5–10 current job ads for it. Ask: Which work excites me, what background do I bring, what evidence can I build in 30 days, what does my market want, and where do I want to be in 3 years? Stop debating paths in the abstract — choose the work you actually want to do and can prove.

> **Tip**
>
> Spraying applications without focused skills or a niche usually yields silence. Pick a lane you can evidence quickly.

▸ MODULE 04

Step 2 — 🔎 Build a keyword bank from live ads

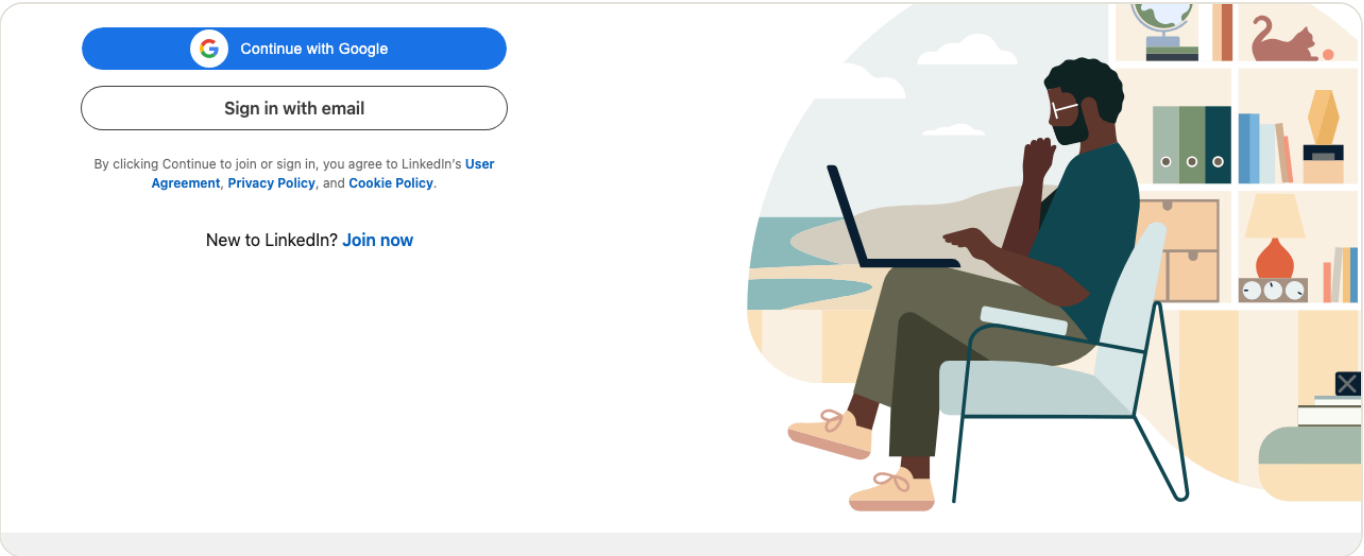
Scan your 5–10 ads and list repeated keywords and phrases: required skills, tools, domain terms, metrics, and soft skills. Research the company and interviewers on LinkedIn to add context about their stack and style. This becomes your master checklist for tailoring.

RESEARCH FAST

LinkedIn — Company and people research ↗

Tip

Falling to fully read the job description leads to missed must-haves — your resume won't echo the language the screener expects.



LinkedIn — where you'll do this

▸ MODULE 05

Step 3 — 🧱 Design your resume layout for scanning

Write for the F-pattern: top bar (name, role line, contact), then a 3–5 line summary tailored to the role, then your first bullet under the first job. Add a short vertical list of 6–10 Areas of Expertise (keywords) near the top. Manually sort experience by relevance — you don't have to stick to strict reverse-chronological if a prior role proves fit better for this posting.

> **Tip**
> Build for the next role, not a museum of past roles. Lead with the most relevant evidence up top.

▸ MODULE 06

Step 4 — ✍️ Write metric-driven bullets (mini-STAR)

Structure each bullet as Action + Scope + Tool/Context + Result. Example (illustrative only): "Processed 500+ medical records/week with 99% accuracy, standardizing intake in Excel and resolving data gaps with clinics." Or: "Reduced refund rate from 21% to 16% by tightening post-purchase comms, improving bottom line by millions (team contribution)." Use the job's own verbs and nouns to echo fit.

> **Tip**
> If you can't articulate measurable results, you're invisible to both your current and future manager. Add scope, speed, quality, or savings.

▸ MODULE 07

Step 5 — 🧗 If you're early-career or a fresher

Front-load education, relevant coursework, and projects. Add internships (even short) and tangible outputs (reports, dashboards, tickets closed). Highlight transferable skills developed during studies: time management, collaboration, resilience, communication. If you have strong internship experience, include it even if not strictly required.

> **Tip**
> No experience? Emphasize academic achievements, projects, and enthusiasm for the role. Don't pad with fluff — show real outputs.

▸ MODULE 08

Step 6 — 🔐 Switching into cybersecurity? Build evidence fast

SOC analyst: monitor alerts, review logs, triage incidents, investigate phishing, check endpoints, follow playbooks, and document. Build evidence: a basic SIEM/log analysis lab, Windows event log write-up, phishing analysis, or TryHackMe/Hack The Box defensive notes.

GRC analyst: work on policies, standards, risk registers, control assessments, supplier reviews, and regulatory mapping. Build evidence: a sample risk register, a basic security policy, a mock supplier review, or control mapping (e.g., Essential Eight, ISM, ISO 27001; CPS 234 in AU).

30-day test: 15 days on SOC (5 ads, key terms, a lab, a write-up), then 15 days on GRC (5 ads, key terms, a register/policy, a write-up). End by comparing curiosity, clarity explaining the work, and strength of resume evidence.

HANDS-ON PRACTICE

TryHackMe — Defensive pathways and labs ↗

Hack The Box — Labs to practice investigation ↗

Tip

If you like both SOC and GRC, focus your resume on one path for 90 days to build the strongest evidence. Avoid vague bullets like “completed SOC labs.” Explain what you built, how you tested it, and what you learned.

▸ MODULE 09

Step 7 — 🧩 Calibrate your Skills & Keywords for the role

Tune your Skills section to ATS and the ad’s language. Examples:

- Customer Support/Success: Zendesk, Intercom, API reading, JSON, basic SQL, SSO basics, browser/HAR logs, ticket triage, de-escalation.

- Healthcare Admin/Patient Ops: HIPAA, medical terminology, medical records, documentation, Microsoft Excel, records management.

- Data Entry/Research: accuracy (99%+), Excel/Sheets, documentation, batching, quality control, throughput.

Role hints: Some roles value background like enrollment, inside sales, outreach, caregiving, dementia support, CRM usage, and HIPAA compliance. Qualifications often cited: attention to detail, organization, multitasking, Microsoft Office, and clear communication. If you have accounts receivable/invoice processing, highlight it when relevant.

Tip

Overloading your resume/LinkedIn with every skill can make you look overqualified or unfocused. Keep it ruthlessly relevant.

▸ MODULE 10

Step 8 — 🔗 Align your LinkedIn to mirror your resume

Fill out all sections: headline, about, experience bullets, skills, portfolio/projects, certifications, testimonials, and linked accounts. Use a vertical “Areas of Expertise” list to trigger the quick check-mark effect for recruiters. Front-load the first ~100 characters with your best social proof and role keywords. Add notable open-source contributions (e.g., well-known orgs) to borrow brand weight.

> **Tip**
> Not completing profile sections reduces completeness and ranking. Also avoid turning your profile into a dense info dump.

▸ MODULE 11

Step 9 — 🤖 Tailor each application quickly (AI or manual)

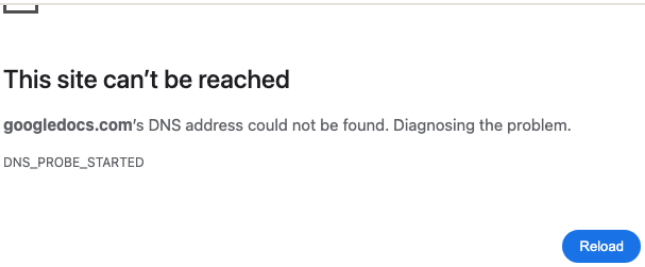
For every posting, tweak the summary, top skills, and 6–10 bullets to mirror the ad’s language. Use AI for speed or edit manually — the outcome must read like you and stay accurate.

Platform	What to do in this step
ChatGPT	Paste [JOB DESCRIPTION] + your master resume. Ask it to rewrite only the Summary, Areas of Expertise, and the 6–10 most relevant bullets using the ad’s language. Return in markdown ATX with headings and bullet points.
Claude	Same flow as ChatGPT — emphasize conservative edits, mirror exact tool names from the ad, and keep tone consistent with your voice.

Platform	What to do in this step
Google Docs	Duplicate your master resume. Manually reorder roles by relevance, rewrite top bullets to echo the ad’s keywords, and bold job-specific nouns once for skimmability.

Tip

If you’ll paste AI output into Google Docs, ask for markdown ATX headings and bullets. It converts cleanly without layout weirdness.



Google Docs — where you'll do this

▸ MODULE 12

Step 10 —  Use these prompts to tailor by role

PROMPT — SOC ANALYST RESUME TAILORING

```
You are my resume editor. Task: Tailor my resume to this SOC Analyst role without fabricating. Keep my voice. Only rewrite: Summary (3–5 lines), Areas of Expertise (6–10 items), and up to 10 bullets across my most relevant roles/projects.
Inputs:
- JOB_DESCRIPTION: [PASTE THE JOB AD]
- MASTER_RESUME: [PASTE YOUR RESUME]
Rules:
- Mirror the ad’s language (SIEM, phishing triage, endpoint alerts, log analysis, response playbooks).
- Keep achievements metric-driven (speed, accuracy, volume, reduction).
- Use markdown ATX headings and bullet points.
- Do not invent tools/projects; only use what’s in MASTER_RESUME.
Output sections in order:
# Summary
# Areas of Expertise
# Experience (only rewritten bullets)
# Projects/Evidence (SOC labs, write-ups)
```

PROMPT — GRC ANALYST RESUME TAILORING

```
You are my resume editor. Task: Tailor my resume to this GRC Analyst role without fabricating. Rewrite only the Summary, Areas of Expertise, and up to 10 bullets.
Inputs:
- JOB_DESCRIPTION: [PASTE THE JOB AD]
- MASTER_RESUME: [PASTE YOUR RESUME]
Rules:
- Mirror terms: risk register, controls, policy/standards, supplier review, audit, privacy, ISO 27001, Essential Eight, ISM, CPS 234 (only if present in resume).
- Emphasize clear writing, stakeholder management, and mapping controls to frameworks.
- Use markdown ATX headings and bullets; metric-driven where possible.
Output: # Summary, # Areas of Expertise, # Experience (rewritten bullets), # Projects/Evidence (risk register/control mapping)
```

PROMPT — CUSTOMER SUPPORT/SUCCESS RESUME TAILORING

```
You are my resume editor. Tailor my resume to this Customer Support/Success role.
Inputs:
- JOB_DESCRIPTION: [PASTE THE JOB AD]
- MASTER_RESUME: [PASTE YOUR RESUME]
Rules:
- Mirror keywords: member support, customer service, healthcare, communication, organization, problem-solving, Zendesk, Intercom, SSO, API reading, JSON, basic SQL (only if in my resume).
- Emphasize calm under pressure, ticket throughput, CSAT, first-contact resolution, and documentation quality.
- Output in markdown ATX with concise bullets.
Output: # Summary, # Areas of Expertise, # Experience (rewritten bullets)
```

PROMPT — SALES/BDR RESUME TAILORING

```
You are my resume editor. Tailor my resume to this Sales/BDR role.
Inputs:
- JOB_DESCRIPTION: [PASTE THE JOB AD]
- MASTER_RESUME: [PASTE YOUR RESUME]
Rules:
- Mirror terms in the ad; emphasize multi-channel outreach
(email/LinkedIn/phone), pipeline creation, meetings booked, sequences,
personalization at scale.
- Keep bullets short; include metrics (opens, replies, meetings, ACV
influenced) if present.
- Output markdown ATX with sections: # Summary, # Areas of Expertise, #
Experience (rewritten bullets).
```

PROMPT — HEALTHCARE ADMIN/DATA ENTRY RESUME TAILORING

```
You are my resume editor. Tailor my resume to this Healthcare Admin/Data Entry
role.
Inputs:
- JOB_DESCRIPTION: [PASTE THE JOB AD]
- MASTER_RESUME: [PASTE YOUR RESUME]
Rules:
- Mirror keywords: HIPAA, medical records, medical terminology, Microsoft
Excel/Sheets, documentation, records management, 99% accuracy.
- Emphasize throughput, accuracy, and error-prevention methods.
- Use markdown ATX; do not invent experience.
Output: # Summary, # Areas of Expertise, # Experience (rewritten bullets)
```

Tip

Don’t let AI write the whole document. Template the layout and have AI fill small, specific parts so tone and facts stay predictable.

▸ **MODULE 13**

Step 11 — ⚙️ Optional: choose your automation orchestrator

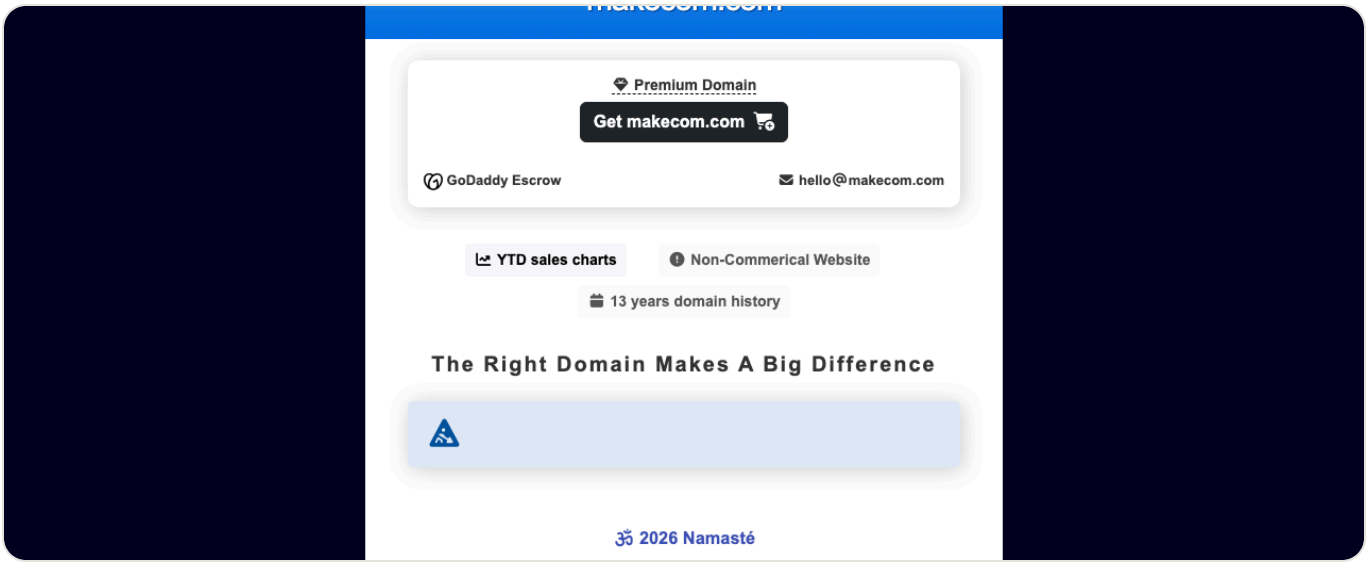
If you apply at scale, automate: scrape ads, analyze fit, tailor resumes, and log outputs. Pick one orchestrator below.

Platform	What to do in this step
Make.com	Create 2 scenarios: (1) Run the Indeed Bulk Job Scraper (Apify module); (2) Watch for run completion, then call OpenAI (GPT-4) to tailor the resume, create a Google Doc, and add a row to Google Sheets. Add error-handling (Break for retries, Ignore for non-fatal API errors).
n8n	Create one workflow: Apify Actor node to scrape; Google Sheets node to track; OpenAI node (add API key); AI Agent node to analyze fit; Information Extractor node for name/email; Google Docs node to store the tailored resume link. Add Switch nodes for file MIME types.

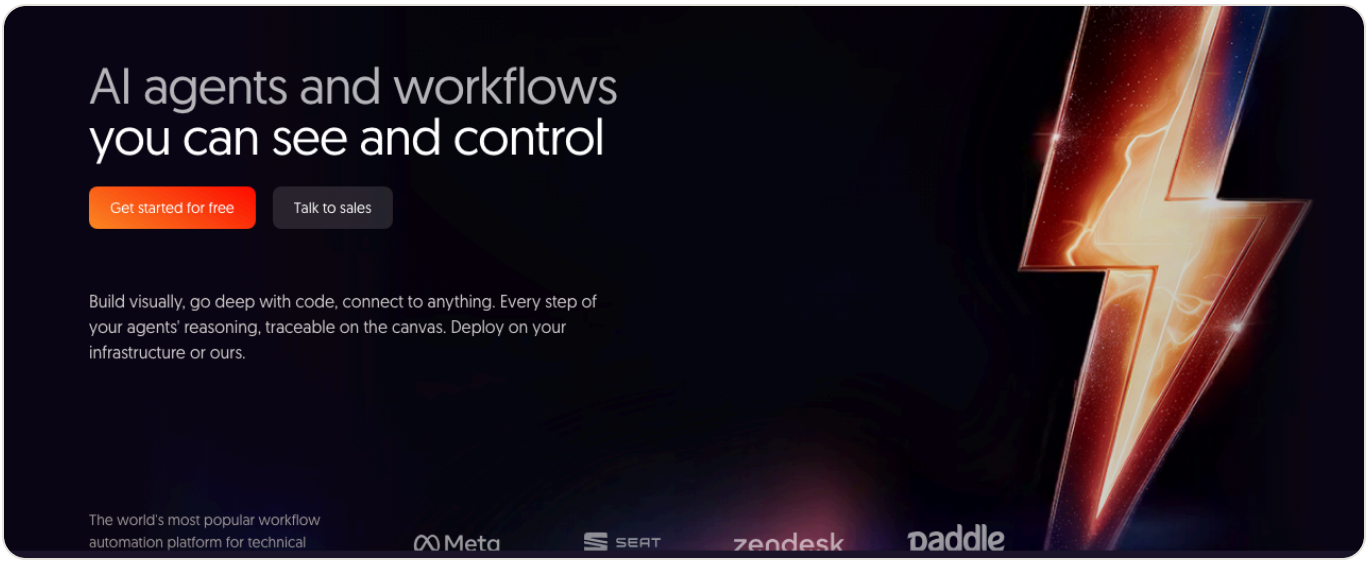
> **Tip**
>
> Avoid auto-applying on Indeed with scrapers — it risks TOS violations and reputation damage. Use automation to find and tailor, not to submit.



Google Sheets — where you'll do this



make.com — where you'll do this



n8n — where you'll do this

▸ MODULE 14

Step 12 — 🔌 Connect Google & Apify

Google Sheets/Docs: In n8n, create Google credentials, open Google Cloud Console, create a project (e.g., “job finder”), enable Sheets API, configure OAuth consent, create OAuth Client (Web), add n8n’s redirect URI, copy Client ID/Secret into n8n, publish, then sign in. In Make.com, add Google Sheets/Docs modules and authorize.

Apify: Sign up, add a plan, open Settings → API & Integrations, copy your API key. Understand core concepts: Actor (cloud program), Task (a specific run), Data set (where results land). Use the Indeed Bulk Job Scraper; set parameters (e.g., role, location, max items), and enable “watch actor runs” to trigger your downstream scenario only when new data arrives.

> **Tip**
>
> During Google OAuth you may see a warning — click Advanced and accept. For LinkedIn data, prefer Apify Store scrapers over building your own; major platforms have anti-scraping defenses.

▸ MODULE 15

Step 13 — 📄 Normalize resume input files

Accept resumes as DOCX, PDF, or TXT. Add a Switch/Router by MIME type and extract text with the appropriate module per branch. After standardizing text, run an information extractor to pull first name, last name, and email as required fields — feed clean text to AI, not raw files.

> **Tip**
> Don’t overload an AI agent with parsing tasks. Use a dedicated extractor for names/emails, then pass structured inputs forward.

▸ MODULE 16

Step 14 — 🧠 Configure AI analysis and tailoring

Add an AI Agent to compare the resume against each job ad and output: strengths, weaknesses, risk, reward, overall fit rating, and a short justification. Use a structured output parser with a JSON schema so each field lands in its own column. Then call your tailoring prompt to produce a markdown ATX resume body for Google Docs.

Implementation notes: In n8n, open the OpenAI node and add your API key (create a new secret key in your OpenAI account). In Make.com, use an OpenAI module (GPT-4) with a clear system prompt and a user prompt that includes the job post and your master resume. Feed inputs in JSON and request JSON for the analysis output.

> **Tip**
> Constrain the agent: too many tasks in one node causes confusion. Keep analysis and rewriting as separate calls with clear schemas.

▸ MODULE 17

Step 15 — 📊 Track outputs in Google Sheets + Docs

Create a Google Sheet with columns such as: Position Name, Job Type, Company Location, Description, URL, Posted At, Scraped At, Date Created, Customized Resume (Google Doc link), First Name, Last Name, Email, Strengths, Weaknesses, Risk Factor, Reward Factor, Overall Fit, Justification. Map every field from your workflow. Store the tailored resume body in a Google Doc and save the share link in the sheet.

> **Tip**
> Use the correct Google Drive file IDs when creating and updating docs; wrong nested IDs cause silent failures or broken links.

▸ MODULE 18

Step 16 — 🧪 Launch, test, and harden the flow

Run the workflow with sample inputs (role, location, your resume). Verify your sheet fills with job title, description, company, posting date, and a link to the customized Google Doc. Add resilience: Break module for retries (handle rate-limits with exponential backoff), Ignore module to continue after non-critical API errors, and enable storing of incomplete executions so you can retry jobs manually. For long waits between scrape and tailor, use a webhook queue/delay layer to hold payloads before Make.com/n8n picks them up.

> **Tip**
> Without storing incomplete executions you can’t effectively retry or use break/retry patterns. Turn it on before scaling.

▸ MODULE 19

Step 17 — 📤 Apply, then reach real humans

Apply normally with your tailored resume and a focused cover letter. Then contact three people: the recruiter or hiring manager, someone already in the role/team, and (for sales roles) a sales leader. Use multiple channels (email, LinkedIn, maybe Twitter) so you're seen. If a hiring manager asks for an application number you don't have, email the recruiting or careers inbox politely asking for help locating it.

TEMPLATE — COLD EMAIL TO THE HIRING MANAGER

```
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]
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
[relevant 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 — ASK ABOUT TEAM CULTURE (BDR EXAMPLE)

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

See that you've been on the [Team] at [Company] since [Year]. Wanted to reach
out as I'm interested in pursuing opportunities for the [Team/Role] 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 FOR AN INFORMATIONAL CHAT

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

Hey [Name],

I’m glad we got a chance to connect here. I’m currently targeting [Role/Team]
and I’m interested in opportunities at [Company]. Would you be open to sharing
a few thoughts on the team and culture?

Thanks,

[Your Name]
```

> **Tip**
> Recruiters are often entry-level and flooded with DMs. Prioritize hiring managers and peers via email plus one other channel; LinkedIn DMs alone get buried.

▸ MODULE 20

Step 18 — 📹 Add a 60–120s Loom intro

Record a 1–2 minute Loom: who you are, the role you’re applying for, and why this team. Link it in your email or at the top of your resume. For personalization, briefly show their LinkedIn page and website while you speak and scroll — it reads as highly manual and thoughtful.

> **Tip**
> Don’t keep the screen static. Scroll through their profile/site so the video doesn’t look like a screenshot with a voiceover.

▸ MODULE 21

Step 19 — 🧭 Bridge your resume to interviews

Research the company (mission, key people on LinkedIn, recent news). Prepare STAR stories for your top bullets so you can expand beyond one line. Be ready to show calm under pressure and real examples of going above and beyond. Practice a crisp, confident “Tell me about yourself” aligned to the role.

> **Tip**
>
> Interviews are quick snapshots. Avoid “volcano answers” that hint at unresolved issues; keep responses measured and role-relevant.

▸ MODULE 22

Mistakes to avoid

🚫

LETTING AI WRITE EVERYTHING

Template your sections and have AI fill small, specific parts to keep tone and facts stable.

🎯

BUILDING FOR THE PAST

Lead with evidence for the job you want, not a chronology museum.

🧾

VAGUE BULLETS

Replace “completed labs/tasks” with what you built, how you tested it, and the measurable result.

🔑

IGNORING THE JD

If you don’t mirror its keywords, ATS and humans won’t see the fit.

📚

ONLY CERTS, NO PROJECTS

Certs without tangible projects weaken credibility — add evidence.

💬

DM-ONLY OUTREACH

Relying on LinkedIn DMs gets buried. Email hiring managers and peers too.

🤖

OVERLOADING THE AGENT

Split parsing, analysis, and rewriting across nodes; use JSON schemas.

🔒

AUTO-APPLYING VIA SCRAPERS

Risks TOS/reputation. Automate find + tailor, not submit.

🧱

NO METRICS READY

Have outcomes on hand; layoffs can cut access instantly.

📂

BROKEN DOC LINKS

Wrong Google Drive IDs break updates. Verify nested IDs per file.

▸ MODULE 23

Salary Estimate

$20–$22/hour

Seresti Health enrollment specialist (source-reported)

$24–$30/hour

Park Aid overnight customer support associate (source-reported)

$24–$30/hour

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

$50–$60/survey

Prolific surveys (side-gig pay, source-reported)

▸ MODULE 24

Resources

RESOURCES

TryHackMe — Defensive labs for SOC evidence ↗

Hack The Box	Hands-on security practice	↗
ACSC Essential Eight	Australian baseline controls overview	↗
Australian ISM	Information Security Manual	↗
ISO/IEC 27001	Information security standard overview	↗
APRA CPS 234	Information security prudential standard (AU financial services)	↗

TABLE OF CONTENTS

01 What you'll build

02 Platforms & tools

03 Step 1 — 🎯 Choose your target role and angle

04 Step 2 — 🔎 Build a keyword bank from live ads

05 Step 3 — 🪑 Design your resume layout for scanning

06 Step 4 — ✍️ Write metric-driven bullets (mini-STAR)

07 Step 5 — 🧗 If you're early-career or a fresher

08 Step 6 — 🔐 Switching into cybersecurity? Build evidence fast

09 Step 7 — 🧩 Calibrate your Skills & Keywords for the role

10 Step 8 — 🔗 Align your LinkedIn to mirror your resume

11 Step 9 — 🤖 Tailor each application quickly (AI or manual)

12 Step 10 — 📝 Use these prompts to tailor by role

13 Step 11 — ⚙️ Optional: choose your automation orchestrator

14 Step 12 — 🔌 Connect Google & Apify

15 Step 13 — 📄 Normalize resume input files

16 Step 14 — 🧠 Configure AI analysis and tailoring

17 Step 15 — 📊 Track outputs in Google Sheets + Docs

18 Step 16 — 🧪 Launch, test, and harden the flow

19 Step 17 — 📩 Apply, then reach real humans

20 Step 18 — 📽️ Add a 60–120s Loom intro

21 Step 19 — 🧭 Bridge your resume to interviews

22 Mistakes to avoid

23 Salary Estimate

24 Resources

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 →

Created by JobHacki · @jobhacki · JobHacki Community · Version 2026

Income figures in this guide are source-reported or estimates from real creators and practitioners — not guarantees. Income depends on location, skill, speed, and demand. Verify pay rates and offers before applying or buying.