



**Pro resume works**

*The*  
Everything  
You Need to  
~ Succeed ~

6-Week Planner

# HOW TO GET MASSIVE VALUE

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## FROM THIS PLANNER

# 1

### **Week One:**

Do your homework. Use this time to research, analyze, and study your area of interest. Find a few jobs you're interested and study them for keywords. Read between the lines - you may have three titles that are the same but each position may be significantly different. Research the companies and the people who work there. Do a google query, find them on social media, pick up a newspaper or business periodical, ask around.



Priority: Get a professional headshot



Tip: Don't just follow the company on social, follow the human resources people and the recruiters too.

# 2

### **Week Two:**

Time to focus on your resume and LinkedIn profile. Match up the keywords from the job descriptions to your resume. Keep a list of at least three recommendations handy in case you need them. Clean up your LinkedIn profile with special attention to the keywords in your headline. Get all your ducks in a row: Do a google search on yourself and take a look at your social media accounts, have a professional email and signature, check your voicemail message, and consider getting a personal business card.



Priority: Write your resume Profile and LinkedIn About section.



Tip: Apply first from the company website, second from LinkedIn, and third from the job board listing.

# 3

## Week Three:

Start applying for jobs. Stay organized! Create a system to keep track of your applications. Set up your video conferencing station. Record yourself on a video call. Practice, practice, practice! Start contacting people in your network make it a goal to reach out daily.

- Priority: Network - it's how most jobs are found.
- Tip: Have a backlight for video calls.

# 4

## Week Four:

In between interviewing and applying for jobs, keep focusing on building your network. You should be adding new people to your list regularly. Get on your local chamber list to be notified of events and webinars. Join a professional networking group. Create your own group.

- Priority: Thank you notes to each person you spoke with in the interview process.
- Tip: Narrow your search. By this point it should be clear what you're looking for.

# 5

## Week Five:

All about LinkedIn. In addition to following your companies and liking and commenting on posts, you should be creating your own posts. LinkedIn has its own algorithm and the more active you are, the easier you are to find in a search.

- Priority: Ask one person, once a month, to write a LinkedIn recommendation for you.
- Tip: Tweaking your LinkedIn profile helps your search ranking.

# 6

## Week Six:

Keep studying and practicing interview questions. By now you should have a bunch of colorful, enlightening, entertaining and heroic stories to pull out of your back pocket. There should be a shift from being interviewed to doing the interview.

- Priority: Know your worth. State it with confidence.
- Tip: You're interviewing the company, not the other way around.

# 6-WEEK PLANNER

*Pro Resume Works*

WK	DATE	TASKS	<input checked="" type="checkbox"/>	NOTES
01		<ul style="list-style-type: none"><li>• Sign up for job boards</li><li>• Research job listings &amp; save the links in a file</li><li>• Find information about the companies and staff</li><li>• Follow companies on social media &amp; in the news</li><li>• Follow recruiters and HR on social media</li><li>• Get a professional headshot for LinkedIn</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
02		<ul style="list-style-type: none"><li>• Have your resume ready</li><li>• Get your references together, three minimum</li><li>• Clean up your LinkedIn profile</li><li>• Check your online reputation</li><li>• Update your signature line and voicemail</li><li>• Have a professional email address and business card</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
03		<ul style="list-style-type: none"><li>• Start applying for jobs</li><li>• Create a system to keep track of applications</li><li>• Set up your video conferencing station</li><li>• Record yourself on a video call</li><li>• Start contacting people in your network</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
04		<ul style="list-style-type: none"><li>• Add new people to your network</li><li>• Get on the local chamber email list</li><li>• Join a networking group</li><li>• Create a networking group</li><li>• Target your job search</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
05		<ul style="list-style-type: none"><li>• Create posts on LinkedIn</li><li>• Interact with posts on LinkedIn</li><li>• Start conversations with your network on LinkedIn</li><li>• Ask one person, once a month, to write a LinkedIn recommendation for you</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
06		<ul style="list-style-type: none"><li>• Study interview questions</li><li>• Practice answering questions</li><li>• List out your questions for the interviewer</li><li>• Salary negotiation - know your worth</li><li>• Research the national/local worth</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	