

## 12\_g - Job Hunting Tips and Tricks

This outline is intended to evolve over time with feedback from people like you. Let's work together on this. Leave comments in this document or in the reddit channel.

The following is the first step in the job finding process. It has worked for me in getting a high-volume of interviews. I believe it will work for any sector or role, but that is yet to be proven. The process is broken down into 4 phases, and the whole cycle can be repeated as necessary. Each of the first 2 phases can be accomplished in a single day. The third and fourth may trickle in for weeks following one strong application wave. If you repeat the cycle, try a new version of the items you will create in phase 1, aside from the photo; keep that consistent.

1. Prepare
2. Application Wave
3. Follow Ups and Network Expansion
4. Field responses

We will be using AI for this. If that's a problem for you, I'm sorry. Most of the tools should be able to be used in free mode, but paying for a month of Claude, or chatGPT is worth it. Responses will be faster, and more importantly you won't hit a response limit, which does happen to free accounts. You're stopped dead for hours or indefinitely when you hit the chat limit. There are way worse ways to spend \$20. Also, a premium linkedin account is very useful for sending messages to people outside of your network and seeing who is looking at your profile. I explain how to utilize these features in phases 3 and 4.

Some concerns have been voiced about using a photo on your resume in the US. There may be policies at some companies to filter those resumes out. Literally the hack of building a human connection, that I mention below, may be the issue for some companies. Also, it has been stated that ATS might filter out resumes with images. I have not had this problem, though. I get more interviews than I can manage from a single application wave, and I'm in the US. That said, do your own testing. Try it with and without a photo on your resume or avoid the resume photo completely. That's fine. Still, make sure your linkedin profile image is professional and top 1% in terms of quality. There are plenty of other tips in this doc, too. Use them. Figure out what works best for you, and I would love to hear about it.

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### 1 Prepare

- First, make sure you have a great resume format and get it into a google drive so you can easily duplicate it and download versions to your computer. Resumes are a whole artform that is not covered in this document. I suggest finding people that are successful in your field and try to get some resumes that they use. You can also find resume formats for free that work with google docs.

- Make sure that you can fit a photo at the top of the resume. This is very important because we are going to tap into some human psychology by using an attractive professional photo across all of your materials. DON'T WORRY IF YOU DON'T HAVE A GREAT PROFESSIONAL PHOTO - we will address that.
- Duplicate your resume format and delete all of the body of the resume. We are going to use this as your cover letter format. The two documents will match exactly. The header example below is exactly what I have used. Information changed to protect the innocent.



## Twelve Gee Product Visionary & Design Leader

**PHONE** (123)123-4567

**EMAIL** emailaddress@email.com

**ADDRESS** CityName Metro

**WEBSITE** website.com

September 9, 2024

Dear XYZ Hiring Team,

I'm thrilled to apply for the XYZ position at XYZ. With over X years of experience crafting innovative digital experiences lorem ipsum etat una

- Get a photo. If you have a fantastic, professional photo already, great. Use it. Make sure it meets the quality of the examples shown below and go for it.
  - If you don't have a photo of yourself that you think is of excellent quality, we will generate one. It will be you but better. Perfect expression, lighting and so on. We will use AI for this. Go to artflow - <https://app.artflow.ai/>
    - You should be able to do this for free, but you can also buy tokens if needed. It is not expensive. Create an account and get started by creating an AI character. We are making an AI model of you. We are not using someone else here. It will be you, just professional af. You will need to upload a series of selfies into the application. Follow the instructions and you will be good. It will take 20 mins max to make your AI likeness.
    - Once your character is done, enter a prompt using your AI character. Something like:
 

[A smart professional looks confidently into the camera. Medium shot. Healthy, happy, well-groomed, Fashionable, but refined. A profile image of an established professional, or influencer. Modern, well-lit home office wall in the background, art, bookshelves, plants, and windows.](#)

Try those instructions a few different ways until the result is amazing. Beware that hands will be weird. I think the framing of the image only needs to show down to the upper chest. But notice the framing in the example images below. When you put them on sites, you will have room to crop.

- This whole process should not take more than an hour, including gathering your photos and getting them uploaded.
- This is important because people will build an instant connection with your photograph. Looking directly into the camera is recommended, for the purpose of “eye contact.” It’s part of human nature.
- The quality you should be able to obtain:



- Put the photo in your documents and your LinkedIn. Everything should match. You are building a “relationship” with viewers. You will be memorable.
- Get an AI chat trained on your information. Use Claude, or ChatGPT, or whatever you want. I strongly recommend Claude. We are doing this because the AI is going to write all of your cover letters and random-assed questions that appear on applications. It is VERY important to fill out those fields and include a cover letter because recruiters think that the most complete applications are more worthy to review. Many applications are never even viewed. In my field, it is common for jobs to get 1000 applicants, especially when remote. Don’t try to stand on your degree and experience history alone. DO THE WORK. Be complete. Even let the answers from the AI be long. The point is to check the box for completeness and stand out as someone who is taking the application seriously.
  - Start with a system preparation prompt. Type in:  
[You are an expert at applying for jobs and are writing on my behalf. I will make requests for various descriptions, cover letters and resume content.](#)  
 Load in your existing resume. Depending on the AI you are using you might need to copy and paste in the text. Put in any paragraphs, headlines, and other key experience points into the prompt as well. You are basically training this chat to write as you and know everything that you would want to say about yourself. All of your experience. Everything that you have written, or just notes about who you are, the field you are in, why you are great at it. This is important because you will continue to use this chat for the application wave.
  - You can always add more information later by adding the prompt:  
[Here is more information about my background: \[whatever\]](#)
  - Keep this tab open. You will want it often.
- Use the AI you’ve trained to rewrite resume content. Specifically ask it to use keywords and results that are relevant to the types of jobs you are applying to. Take the content it writes and put it in your new resume format.

- Make as many versions as you think are relevant. If you are applying to a few different types of roles, having a tailored resume specifically for that role is important. You can do it now in minutes. Just type in:  
[Rewrite this content to provide more emphasis on \[whatever\] \[paste the content\]](#)
- Download the resumes as PDF to your desktop. Name them with this format:  
 Your Name - Specific Job Title - Resume.pdf  
 File names are important for the people that download them or otherwise sort them in various software tools. You can vary it, but the example is very searchable.
- Use the AI to rewrite your LinkedIn. All of it. Make your work history pretty much match your work experience on your resume. Tell the chat the first paragraph of your 'about' section is very important, because the section is collapsed. It needs to be impactful.
- If you're using ziprecruiter or other job sites, repeat the process there, too. Match everywhere. This is basically brand integrity and wildly improves memorability. Same reason companies protect the integrity of their logo.
- Putting everything above together will completely refresh and align your profile. You are ready to apply for jobs.

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## 2 Application Wave

- THIS IS A NUMBERS GAME. Expect 5-10% of responses maximum. It may be more like 2% for some job types. That's okay, because now you are equipped to respond completely with customized responses to questions and cover letters tailored to the exact job. You should be able to do some applications in 2 minutes. Some may take more like 5.
- Your goal for today is to apply to 100+ jobs.
- Have your cover letter format open in a tab. Have your AI chat open in a tab. Then, start finding job listings. I suggest LinkedIn and Ziprecruiter.
- Also, open a notepad. Copy and paste in your LinkedIn profile URL because you're going to be asked this again and again. Use the notepad for anything that you seem to need to copy and paste quickly. Might be your website URL or anything. It is much faster to copy and paste from a notepad on the side than it is to type it in.
- Search for all variations of the job you are looking for in a new LinkedIn tab.
  - Look above your title, because hey... it could happen.
  - Look below your title, because OE. Plus you can always get the company to realize that they needed someone with a little more experience than they thought through the interview process.
  - Use different title types. Sometimes different words are used for the same exact job. Get them all.
- Utilize the 'Easy apply' on LinkedIn, because they are very fast applications. HOWEVER, you need to also click through to the full applications on various sites, too. I get the most responses from the sites, not 'Easy Apply.'

- Many sites will be the same application platform rebranded for the company you are applying to. Sometimes they will tell you to create an account and that's fine. I strongly recommend that you use the same password for all the accounts that you create. Copy it into the notepad for creating new accounts. This way you will always know what your application password is, whether it saves to your browser or not. Also, sometimes the browser will overwrite your previous password, on that platform, even if it is for a different company. This is maddening. If you have never applied to a company before, you will probably need to create a new account, even if it is the same platform. Don't get hung up on this. Many people get confused and bounce, having not submitted an application. This actually gives you an advantage as competition has been filtered out.
- If you want to work remotely, use the remote filter at the top of the LinkedIn job search results page.
- When you need a cover letter, which should be almost immediately: Copy the top of the job description up to the requirements part. Type [write me a cover letter. \[job description\]](#)  
Paste the job description into the AI chat.
  - The first cover letter will set the precedent. Tweak the first one a few times so it fits on a single page of your cover letter format. For example, "great but shorter." Also add anything else you want to make the first one really good. Tell the chat: [more personality](#) or [more formal](#) or whatever direction you want to give it. It's really that easy. Once you have a great cover letter that fits in your format, just type in the chat: [Okay, use this format for cover letters from here on.](#)  
Then, you will use a single line from there on: [Cover letter: \[job description pasted in\]](#)  
and boom you will have a perfect cover letter specifically tailored to the exact job description.
  - Copy your cover letter content from the AI into your document and save it out, if needed. Your Name - Specific Job Title - Cover Letter.pdf  
If it helps, you might want to add the company name in the file name, too. Because you might apply to several roles with the same specific job title and you don't want to mix them up or overwrite them.
  - Some applications will actually ask you to put "any other information or your cover letter" into a field in the application, directly. Great. Paste it there. But above the greeting make sure to include your full name, email, and phone number. Then below that paste in your cover letter. You can even tell the AI to include a header in your cover letters, and you can use it when you need it. The format you get from the paste directly into an application field may require you to go in and add additional spacing between paragraphs. Press enter 1 time between paragraphs. This will make it more scannable for the reader. A good header for these cover letters pasted in is:  
Your Name | Your Email | Your Phone | Your City Metro | Your Website

- When you encounter a question, you can literally copy and paste it directly into your chat AI. Include the job description or say “for [company name] from previous cover letter” in the chat AI. It will respond with great answers. Copy, paste, copy, paste. Simple.
- As you go through the applications. Make a note of the job listings that show the person that posted the ad. You will need this later. I usually just ctrl click on the person and open in a new tab and put the tab aside for tomorrow’s follow ups. I could also see taking a little more time and adding their profile URL into a spreadsheet with a link to the job description that you applied to. You’ll see this section in the LinkedIn listing:

**Meet the hiring team**



**Jeromy G.** · 2nd

Connecting Talent with Future-Ready Opportunities |  
Recruiter at Elevait Workforce Solutions

Job poster

➤ Message

- You are going to encounter the self declaration set of questions many times. Are you eligible to work in the country, your gender, race, sexual orientation and so on. Get good at recognizing these questions and get fast at answering them. There is no way to automate these responses, that I know of, though you will see that some platforms might save your answers. Annoyingly, other platforms might ask you the same questions twice in a single application. Who designs these things?
  - Should you declare certain answers? I don’t know. I am of mixed descent, but identify as caucasian. Many applications will specify ‘two or more races’ and I do select that if available, but very often I only have the option to identify as white. I actually think diversity is embraced, so I don’t think being white helps me. For the other questions, just answer honestly and consistently. I do not think any answer will hurt you. Being in a minority group might be a benefit, though. Without a doubt veteran status is good.
- Speed is your friend for the application wave. Any workflows that make it faster are great. But this should get you there. I have done 200 applications very recently in a single day. Once you do a couple, you will get into a rhythm.

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### 3 Follow Ups & Network Expansion

- Now you need to reach out to all of the people that were shown as the poster of the job listing. You are going to use LinkedIn Messaging for this.
  - If you have a LinkedIn premium account you will be able to send messages without a connection request. It will allow you to make attachments - Attach your resume

- If you don't have a premium linkedin account you can click on connect, and 'send request with note' is an available option. All of this might not fit, but something like:

Hi Jane,

I wanted to reach out to you because I'm very interested in the XYZ role at XYZ Company. It aligns extremely well with my background and my passion for [something related]. I applied recently, and I have not heard back. So, I figured I would attempt to connect with you directly. I hope you don't mind. I'm sure you're getting flooded with DMs.

If you're inclined to have a conversation, I believe 15 minutes would mean a lot. Additionally, I have updated my resume since my application was submitted. It's attached here.

Either way, I wish you success in your search.

Thanks,  
Your Name  
Email address  
Phone number

- Keep in mind. This person is usually just the screener. They get flooded with requests and messages. Be funny in your message if you want. Comment about how they are probably overrun with applicants. Be complimentary. Be memorable. Don't be afraid to crack a joke or mention that you empathize with the difficulties of their job. Tell them you think the Job Description was extremely well written (because they probably played a part) tell them that you love the company mission and etcetera. Just don't be weird, and only send 1 message unless they reply. Most of these people won't reply, but the ones that do are almost guaranteed to give you a shot at an interview.
- Expand your network.
  - If certain jobs stood out to you, find people at the company and connect with them on linkedin. No note required. Most people that are not recruiters accept any request. This will help because when the recruiters find your message, you will be a 2nd degree connection and they will see that someone that they probably hired knows you. This is called social proof in marketing, it works. You are marketing you.
  - Make a list of external recruiting agencies that hire for your type of work. Search that company on linkedin. Switch to the people tab. Everyone who is a recruiter, click connect if available. Do this nationwide. Be creative. Search, "recruiter chicago technology" and then switch to the people tab. Mass connect. If you do this enough, jobs will start to come to you.
  - Send recruiters DMs  
Hi Helena,

I hope you're having a productive day. I'm reaching out because I'm wondering if you or one of your colleagues might have an opening for which I would be a match.



A 15 minute chat would mean a lot.

Cheers!

Your Name

Email address

Phone number

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#### 4 Field Responses

- Be prepared for a couple days of waiting before you get any response. However, you will get some eventually.
- Expect the vast majority to be rejections with absolute bullshit for the reason. Literally fuck them, they didn't even read your profile. Fuck them.
- When you get a positive response, amazing. Be nice as you can to that person. They have way more power than you or they might realize. Assume they want to be friends and they are extremely cool, but also professional, people. Express excitement, charm, charisma.
- Another type of response may be a view of your linkedin profile. Having a premium account for this is ideal, because you will get much more information. Keep an eye on your profile views. When you see someone interesting is looking, try to message them the same day. This won't always work because many times it will just say a recruiter on linkedin. However, sometimes it will tell you that a specific company or even a specific person viewed your profile. Keep an eye on who is looking at your profile and try to make a connection. Also, certain people share their email in their profile. There is a link in the top portion of the profile page 'contact info' Email them! Be slick, but don't stalk too hard. This can be a turn-off.
- As you see responses coming in, use your email search feature to find the confirmation that was sent when you applied to the job. Search the company name. It will have a link to the actual job description even if it is no longer accepting applications. This will be useful when you are trying to orient yourself to that job in the screening.

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Make it happen. Be memorable. You can do this.

Repeat the process next week, though you can start at step 2 this time. Or you can redo your resume again. Make tweaks... a new format or the presence of different keywords may make the difference.