

CHEAT SHEET



Hello! Welcome to your career kickstart cheat sheet.

This cheat sheet isn't FLUFF, I promise you.

Follow it, and you'll land on recruiter radars faster than you think.

Doesn't matter if you're starting fresh or aiming higher (executive roles)

Think of it as your roadmap to go from invisible to in-demand.

And the steps in this road map works

... if only you work them.

AND...

You don't need a perfect work background, 10,000 connections or 50 certifications.

You just need: a clear direction, a profile and resume that prove value. the confidence to show up consistently.

And in this guide, you'll see exactly how to:

Write a resume that sells you.

Make LinkedIn your best salesperson.

Nail interviews with the STAR method.

It's simple.

Not easy, but simple.

Read it once.

Then act on it.

Because nothing changes until you do.

Let's get started.



The 3-Step Kickstart Framework

To get seen, get callbacks, and get hired, you don't need to do EVERYTHING. Just nail these 3 things:

STEP 1. Build a Value-Driven Resume

You're telling hiring managers how you can impact their company and giving them relevant data to back it up.

And here's the thing.

Recruiters care about your RESULTS not responsibilities.

Because there are thousands of people with the same job title as you.

The difference is what you've achieved doing that.

So your resume should answer:

"What happens when this person joins a team?"

STEP 2: Polish Your LinkedIn Presence

A resume does nothing until it's seen.

Read that again.

So the real deal is getting noticed.

And there's no better place than online. LinkedIn SPECIFICALLY.

That's where recruiters are

That's where SERIOUS, RICH COMPANIES go when looking to fill roles.

So, this is why you have to make a good first impression on LinkedIn

Because like the saying goes: It matters a LOT.

Make sure your LinkedIn profile reflects where you're going, not just where you've been.

We've got another resource where we go into more details about standing out on LinkedIn.

You can check it out here: [link](#)

STEP 3. Master the STAR Method

This is your tool for interviews, DMs, and even content.

It helps you frame stories that show competence and confidence especially for leadership roles.

We'll walk through the STAR method shortly.

STEP 1

On building a value-driven Resume...
Your resume is not a history textbook.
It's not somewhere to narrate your 'PAST' jobs.
Most people's resumes sound like this:

BEFORE: Managed a team of 5 developers
Recruiter reaction: "Okay... and?"

AFTER: Led a 5-person dev team to launch 3 products in 12 months

Recruiter reaction: "They get results."

See the difference?
Tasks tell what you did.
Results prove why it mattered.
Here's how you can sharpen your resume quickly:
Lead with Results
Don't just list tasks, show impact.
Person 1: Managed a team of 5 developers
Person 2: Led a 5-person dev team that launched 3 products in 12 months
Recruiter reaction for person 1 would be: "Okay... and?"
Recruiter reaction for person 2 would be: "They get results."
See the difference?
Tasks tell what you did.
Results prove why it mattered.
You want to be like person 2 when talking about your expertise.
It must not be products you launched. But mention accomplishments and metrics.

As I said earlier: RESULTS > ACCOMPLISHMENT

Quantify Everything:
Use numbers to prove your value:
% increased, \$ saved, time reduced, revenue earned etc.
Show what you were able to achieve based on your action, in a
QUANTIFIABLE way.

Make it skimmable

As I always say, recruiters are impatient people.
And there's an epidemic I see out there, which explains why most resumes don't get read.
They 'look' too wordy to us the recruiters.
The cure for this?

Bullets > Long paragraphs

And each bullet should have one clear win or takeaway ONLY.
Mirror Job Descriptions
I talk about this a lot.

KEYWORD OPTIMIZATION

Optimize the words in you by borrowing key phrases directly from job listings.

Because that's what recruiters will search for.

And by doing that, recruiters see you as someone who speaks their language literally and figuratively.
Why won't they hire you if they think of you like that.
Keep Formatting Clean
Simple headers, no tables or graphics.
Going against this might confuse the ATS and your resume won't make it to the 'top' ones.
So keep things simple.
Have white spaces and use concise bullet points.

STEP 2

HOW TO POLISH YOUR LINKEDIN PRESENCE

Your LinkedIn will either win you the role or kill your chances.

Which is it right now?

This isn't about "having a profile."

It's about having a profile that makes decision-makers stop, click, and reach out.

Here's your quick-hit checklist to optimize your profile to attract recruiters and signal leadership:

Headline (BIO)

Use a forward-looking title that reflects your next role, not just your current one.

And make sure to include industry keywords that speak, and a core value you deliver.

Avoid generic phrases like "Open to work" or "Experienced professional."

Example:

Head of Ops for Bootstrapped Startups | Team Growth via Asana & Loom | Systems Architect

About Section

This is where you want to tell a story about yourself

Think of it like your elevator pitch

Make sure to weave in target-role keywords naturally

And end with a clear "here's where I'm headed" statement.

Experience Section

Here you highlight roles and wins that align with your next move.

Link to portfolios, media, or projects when possible.

Skills and Endorsement

Here you just want to list a FEW skills that relate to the role you're looking for.

Relevant, high-priority skills.

Put the most valuable skills at the top.

The skills that directly say what you do.
Then leave out irrelevant ones.

Recommendations

Having this is quite important.
Infact, recruiters take this section so seriously.
Secure 2 - 3 from past managers or colleagues.
Aim for proof of leadership, results, and reliability.
It helps you build instant credibility as a result of social proof.

Banner & Profile Photo

Clean, high-quality, and professional headshot.
OR Take a selfie but keep it professional.
You can also use AI like ChatGPT to generate a high-quality picture
Banner should reinforces your field, value, or positioning.

Content (Optional but powerful)

Post 1-2x per week.
Share small wins, industry insights, or re-shares with your commentary.
Let people see how you think and what you know.
Do this right, and LinkedIn becomes your best recruiter... working for you,
for free 24/7.

STEP 3

STAR Method – Interview & Messaging Framework

STAR makes you sound like the most competent person in the room (without bragging)

It's the formula for telling stories that prove you can do the job and handle the pressure.

Not rambling or giving vague answers, when asked what you can do

Use this to craft killer responses in interviews and DMs:

S

Situation: Set the scene. What was going on?

Keep it short—1–2 sentences max

T

Task: What were you responsible for?

Show ownership.

A

Action: What exactly did you do?

Highlight leadership, initiative, and problem-solving.

R

Result: What happened after?

Use numbers, percentages, or impact statements.

Example:

S: Our department was facing a 20% drop in productivity

T: I was asked to improve turnaround times

A: I redesigned workflows across 3 teams during a 2-week sprint

R: Productivity jumped 27% in 60 days

What to do now?

Memorize 2 – 3 STAR stories that showcase your skills.

Cover scenarios like teamwork, problem-solving, leadership, and working under pressure.

Use STAR in interviews, networking chats, even LinkedIn DMs.

When you answer this way, you don't just “sound prepared”...

You sound like the hire they've been looking for.

I talk more on this in >>>>>>>>>

Your 30-Day Career Kickstart Roadmap



In 30 days, you can go from invisible to in-demand, if you follow this exactly.

No "I'll get to it later."

Start NOW

Week 1: Self-Audit

Update your resume and LinkedIn profile
(ATS-friendly, keyword-optimized)

Identify 5–10 dream roles or companies.

Get clear on what you bring to the table (and how to present that)

Week 2: Visibility & Positioning

Post twice on LinkedIn (career lesson, past win, or opinion).

Connect with 30 people in your target field.

Ask 3 people for feedback on your resume/profile.

Request recommendations from past roles.

Week 3: Outreach & Applications

Apply to 5 high-fit roles (quality > quantity).

Send 10 personalized DMs or emails.

Follow up on unanswered applications.

Week 4: Interviews & STAR Practice

Write 3 STAR stories covering leadership, problem-solving, and pressure situations.

Practice with a friend or coach.

Revisit "ghosted" applications with a polite follow-up.

As you can see.

Each week builds on the last.

By Day 30, you're visible, credible, and ready to grab opportunities as they come.

Remember: Every week you wait, the gap widens.

Someone with half your skills but double your visibility gets the call.

NOT NECESSARILY BECAUSE THEY ARE BETTER.

LET THAT SINK IN.

That's the game.

And you win it by acting now, not someday.

It might be daunting to start but...

You've got the steps.

The only thing left is doing them. **WITH FOCUS**

Don't wait until "you have more time."

That's what most people say but they never **"have more time."**

Start now. Today.

- Update your resume.
- Polish your LinkedIn.
- Write your STAR stories.

I don't know if you've noticed this:

Small moves done fast beat perfect plans done never.

So log in. Make the edits.

Send the messages you have to

Show up where decisions get made.

Your next role is closer than you think.

Go get it.

And you also got us >>>>>>>>>>

So nothing to be scared about