# JOB SEARCH RESCUE PACK

These six steps provide strategies and tools for job seekers to improve clarity, resumes, interviews, and mental health during the job search.

1. **Job Search Rescue Scorecard:** Self-assessment tool to identify areas of improvement.
2. **Getting Clarity for Your Job Search:** Exercises to clarify job search goals.
3. **Resume Fix Guide in Five Steps:** 5 actions to clean up your resume.
4. **Burnout Reset Tips:** Daily habits, weekly reset, to overcome negative thoughts.
5. **Ghosting Recovery Scripts:** Follow-up email templates to respond to ghosting.
6. **Next-Step Mini-Challenge:** Actions to emphasize progress and action, not perfection.

# 1. Job Search Rescue Scorecard

Where are you stuck—and what can you fix today?

Rate yourself from 1 (Not at all true) to 5 (Absolutely true):

| Area | Statement | Score (1–5) |
|---|---|---|
| **Clarity** | I know what kind of role I want and what I'm qualified for | ___ |
| **Resume** | My resume clearly tells my story and matches the jobs I apply for | ___ |
| **Interview** | I feel confident explaining my strengths and work history | ___ |
| **Strategy** | I'm applying selectively and tracking my progress | ___ |
| **Mindset** | I feel focused, motivated, and not totally drained | ___ |

Now What?

- Any area scored 3 or below is where you're stuck.
- Pick one area to improve this week.
- For low Clarity scores → Try the Clarity Kit.
- For Resume or Interview → Use the upcoming tools in this pack.
- For Strategy or Mindset → We'll give you guidance in the next sections.

# 2. Getting Clarity for Your Job Search

People hire people who are clear about their skills and achievements and passionate about their goals. These 3 exercises can help you clarify your search and land the right job faster.

Take a few minutes to reflect and work through these exercises. Designed to help you focus on what matters most in your next job, identify your goals, and know your strengths. Your answers will allow you to search with purpose, make better decisions, and feel more confident in every conversation.

## Step 1: What Matters Most to You?

- What type of work do you enjoy?
- List your wants for work-life balance, compensation, location.
- Identify the values, culture, and leadership style you want in your next organization.
- List the deal-breakers and must-haves?
- What work environment do you enjoy?

## Step 2: What are Your Goals?

- What kind of role are you aiming for next and 5 years from now?
- What skills do you want to use?
- What kind of problems do you enjoy solving?
- What title or level are you targeting?
- How do you want to grow professionally?

## Step 3: What are Your Strengths?

- What makes you a strong candidate for your next role?
- What are your past achievements?
- What feedback have you received?
- What traits helped you succeed under pressure?
- What success are you most proud of?

**Playtime:** The fun part is putting it all together. Select one item from each step and write a single sentence introducing yourself. Hint: There are at least 125 unique combinations. What is the strongest combination for the situation?

# 3. Resume Fix Guide in Five Steps

Quick wins to help your resume get noticed—fast.

## Step 1: Use a Clear, Simple Format

- Use a clean font like Calibri or Arial, 11–12 pt.
- Avoid text boxes, tables, or columns—ATS can't read them well.
- No hyperlinks, just plain text.
- Save as PDF unless the job says otherwise.

## Step 2: Tailor the Top to Each Application

- Start with a short professional summary, not an objective.
- Use keywords from the job posting—title, tools, skills.
- Include metrics or outcomes if possible.

## Step 3: Make Experience Easy to Scan

- Use bullet points under each job
- Start each with a strong, past tense verb (Led, Built, Increased, Improved)
- Show results: "Reduced processing time by 30%" beats "Handled data"
- Avoid using vague phrases like, "participated in…" or "worked on a team…" Most work is done on teams. What did the team accomplish?

## Step 4: Keep It Relevant

- Focus on the last 10–15 years of "representative" experience
- Leave off outdated skills or early jobs unless they directly apply

## Step 5: One Final Read-Through

- Read it out loud—does it sound clear and confident?
- Get a second opinion if you can (friend, mentor, online forum)
- Double-check grammar, spelling, and contact info

# 4. Burnout Reset Tips

Small steps to protect your mental health while job searching._

## Daily Habits (5–10 minutes)

- Step outside first thing in the morning, even for 5 minutes.
- Set a time to STOP job searching each day—protect your evening.
- Unfollow negative job search content or threads that drain you.
- Keep a daily log of activities.
- Write down 1–2 wins from the day (even small ones).

## Weekly Reset (15 minutes)

- Check your wins: Write down all the progress you made.
- Reconnect with your "Why?" Why are you doing all of this?
- Do something unrelated to jobs that brings you joy (walk, movie, friend call).

## Mental Traps to Watch Out For

- "I'm not good enough." → Everyone gets ignored sometimes. Keep going.
- "No one wants me." → Reframe: The right job hasn't found me yet.
- "I should be further by now." → You're exactly where you need to be to make your next move.
- "The job market is bad." → There are thousands of jobs waiting for you. You are doing the right things to be prepared.

Remember: Job search isn't just about effort—it's about preparation and stamina. Protecting your energy is a winning strategy.

# 5. Ghosting Recovery Scripts

Follow-up email and mindset tools for when you hear nothing back.

## Mindset Check

- Ghosting feels personal, but it's not.
- Companies are overwhelmed, disorganized, or slow—not necessarily rejecting you.
- Keep applying elsewhere. One role is not your only shot.
- Following up demonstrates professionalism and is generally encouraged. Persistence pays off.

## Follow-Up Email (Use after 7–10 days)

Subject: Following Up on [Position Title] Interview

Hi [Hiring Manager's Name],

I hope you're doing well. I wanted to follow up regarding my interview for the [Position Title] role on [Date]. I'm very interested in this opportunity and would love to know if there's any additional information I can provide.

Thanks again for your time and consideration. I look forward to hearing from you.

Best regards,
[Your Name]

## Second Follow-Up (Optional, after 14+ days)

Hi [Hiring Manager's Name],

Just checking in one last time regarding the [Position Title] role. I'm still very interested and appreciate the chance to be considered. Totally understand if plans have shifted or you're still in the process. Are you able to give me an update on this role?

Thanks again for your time.

Warm regards,
[Your Name]

# 6. Next-Step Mini-Challenge

Take **ONE BOLD STEP** today to move your job search forward.

You don't need to fix everything today. Just take one powerful step to build momentum.

## Pick ONE challenge below and do it today:

- Apply to one job you've been putting off.
- Ask one person in your network for advice or a quick chat.
- Record yourself answering a common interview question.
- Rewrite the first 3 lines of your resume summary to match your ideal job.
- Take a 30-minute break from job searching and do something that recharges you.
- Do in-depth research on one of your ideal companies to work for.
- Write one story from your career that highlights one of your strengths

Progress doesn't come from perfection—it comes from preparation and action. One small win can reset your whole week.

"If you don't know where you're going, you'll end up someplace else."
— Yogi Berra

You can find the complete Getting Hired Toolkit here: mcblaine.gumroad.com

**And**, my book: "Getting Hired: How to Prepare to Compete and Win the Job you Want, Now and in the Future" by Paul McBlaine on Amazon