RESUMEHUB

Read Me First

Five files, and the sixty minutes that matter

5	60 min	7
FILES	TO YOUR FIRST APPLICATION	STEPS

01

For the personal use of the purchaser. Not for resale or redistribution.

START HERE

Five files. Open the Handbook first.

You do not need to read 233 pages. You need the first sixty minutes, and the Handbook tells you exactly which pages those are.

DO THIS NOW

- ☐ Open **02 · ResumeHub Handbook.pdf**.
- ☐ Read the one-page system map — it is the first page after the cover.
- ☐ Then go to **Part 0** and start the 60-minute setup.
- ☐ Do not open the templates folder yet. The Handbook will tell you which file to open.

What is in the box

File	What it is	When to open it
02 · ResumeHub Handbook.pdf	The system. 233 pages, with a contents page and bookmarks.	Now
03 · Editable Templates	36 resume templates (.docx), each beside a finished example (.pdf).	Step 2
04 · Application Tracker.xlsx	Where you log every application. Four sheets, formulas built in.	Before application 1
05 · Licence & Usage.pdf	What you may and may not do with these files.	Reference

The system, on one page

1. **Diagnose** — Which of nine stages is actually failing → A diagnosis (Part I)
2. **Choose** — Pick one template from the decision tree → The right file open (Part 0 + II)
3. **Build** — Fill it with what you actually did → A complete resume (Part II + III)
4. **Sharpen** — Turn duties into evidence with numbers → Six strong bullets (Part IV)
5. **Be found** — Headline, skills, location, notice period → A findable profile (Part 0)
6. **Reach out** — Referral, recruiter, email — not just portals → A human who knows you applied (Part V)
7. **Convert** — Interview prepared, offer negotiated → An offer you understood (Part VI)

> **TWO HONEST NOTES BEFORE YOU START**
>
> **This will not get you a job, and nobody selling anything can honestly promise that.** What it does is tell you which part of your job search is failing, and what to change. The applications and the interviews are yours to do.
>
> **Every person and figure in the worked examples is invented.** They are composites written to show each layout finished. Copy the structure and the shape of the sentences. Never copy the facts — an interviewer will ask, and you will have nothing to say.

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