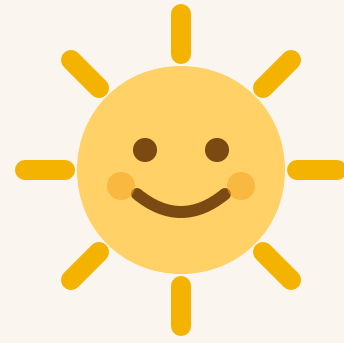


AI JOB SEARCH OS

Club Relaunch

Get back to work.



Start Here

AI Job Search OS · Read this first



Part of the AI Job Search OS kit



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Welcome to Club Relaunch. Let's get back to work.

If you're reading this, you've probably had the kind of month no one signs up for. Laid off, pushed out, or quietly watched your role disappear. That's where I started too, and this system is the thing I built to get myself organized when everything felt chaotic.

This kit is five workflows. That's it. No theory, no motivational speeches, no hundred-prompt database. Each workflow takes an input, walks you through steps in order, and hands you a finished artifact — something you can actually use. Follow them in order, and by the end you'll have a job search that runs on a schedule instead of on anxiety.

This is an educational workflow, not career, legal, or financial advice.

The five workflows, in order

1. **Target & Triage** (club-relaunch-target-and-triage.pdf) — Get clear on what you're actually looking for, then sort the flood of postings into a short list worth your time.
2. **Resume Tailoring** (club-relaunch-resume-tailoring.pdf) — Turn your resume into a match for one specific posting, without inventing a single thing.
3. **Outreach Sequences** (club-relaunch-outreach-sequences.pdf) — Reach out to real people at real companies with messages that don't sound like spam.
4. **Interview Prep** (club-relaunch-interview-prep.pdf) — Build your stories, practice answers, and run a mock interview before the real one.
5. **Offer Negotiation** (club-relaunch-offer-negotiation.pdf) — Figure out what you're worth, decide what matters, and ask for it in writing.

Each one feeds the next. You can't tailor a resume well until you know your targets. You can't do outreach well until you know your targets *and* have a resume worth pointing to. Follow the order the first time through. After that, you'll loop back — new postings land in Workflow 1, get tailored in Workflow 2, and so on.

Your 30-minute quick start (do this today)

1. **Minutes 0–5:** Read the "What is an AI chat tool?" section below. If you've never used one, this is all you need to start.

2. **Minutes 5–15:** Open `club-relaunch-target-and-triage.pdf` and do Part 1 — write down your background, your must-haves (pay floor, location or remote, industries you'd consider), and your nice-to-haves. One page, honest answers.
3. **Minutes 15–25:** Make a simple tracker. It can be a spreadsheet, a notebook, or the ready-made tracker in `templates/application-tracker.csv` (plain-English setup guide: `templates/club-relaunch-tracker-setup-guide.pdf`). Its columns are: company, role, status, next action, contact, follow-up date. Enter five real postings you've already seen — just delete the three fictional example rows first.
4. **Minutes 25–30:** Pick the single most interesting posting from your list and star it. Tomorrow, you'll tailor a resume for it in Workflow 2.

That's it. You don't have to finish anything today. The goal of the first sitting is just: targets written down, tracker started, one posting starred.

Your weekly rhythm (after the quick start)

- **Monday (60 min):** Gather new postings (Workflow 1, Part 2). Score them. Update the tracker.
- **Tuesday (60 min):** Tailor resumes for your top 2–3 postings (Workflow 2). Send the applications.
- **Wednesday (30 min):** Send outreach messages (Workflow 3) — aim for 5 new people per week.
- **Thursday (30 min):** Follow-ups on outreach from last week (Workflow 3).
- **Friday (30 min):** If interviews are coming: prep work (Workflow 4). If not: one small skill or learning item from your gap list (Workflow 2), and review the week in the tracker.

Roughly 3–4 hours a week of real work. Adjust to your life — the rhythm matters more than the exact minutes.

What is an AI chat tool? (plain English)

An AI chat tool — like ChatGPT, Claude, or Gemini — is a website where you type questions and get written answers. You type in plain language, it replies in plain language. No coding, no special commands.

What it's good at: drafting (cover letters, message drafts, bullet points), brainstorming (interview questions, things to research), organizing (turning a messy job posting into a clean list of requirements), and practicing (it can pretend to be an interviewer).

What it's bad at: facts. It will sometimes state things confidently that aren't true — salaries, company details, even dates. Treat everything it tells you as a *draft* that you verify, not as a source.

How this kit uses it: every workflow gives you copy-paste starting text you can paste into any of these tools. It's written to work the same no matter which one you use — that's what "tool-agnostic" means. Pick whichever one you like, or whichever is free.

Privacy basics (important): - Never paste your Social Security number, exact home address, bank details, or financial information into an AI chat tool. - When working with your resume, you can paste your work history — but consider removing your home address and phone number first. Name, city, and email are generally fine. - The workflows will remind you of this at each step where it matters.

Two rules that run through everything

Rule 1: Never invent anything. AI drafts, you verify. Every bullet on your resume, every story you tell, every number you cite must be true. If the AI writes something impressive that isn't real, delete it. Hiring managers check, and getting caught exaggerating is worse than having a gap.

Rule 2: Every workflow ends with something usable. If you finish a section and don't have a finished page, email, or list in your hands, something went wrong — go back and find the step you skipped.

Where everything lives

- The five workflows: 01 through 05 in this folder, in order.
- Templates (copy-paste text for the AI tool, message drafts, scripts): the `templates/` folder.
- Tracker: `templates/application-tracker.csv` — open it in any spreadsheet app and start logging (setup guide: `templates/club-relaunch-tracker-setup-guide.pdf`).

Ready? Open `club-relaunch-target-and-triage.pdf` and start with Part 1.