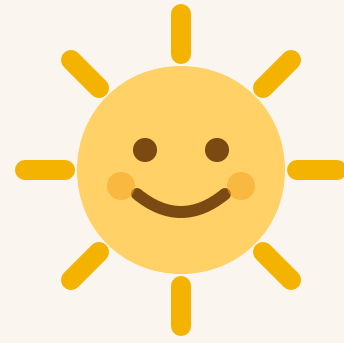


AI JOB SEARCH OS

Club Relaunch

Get back to work.



Target & Triage

AI Job Search OS · Workflow 1

Part of the AI Job Search OS kit



Most job searches fail in the first hour — not because the person isn't qualified, but because they're applying to everything and nothing fits. This workflow fixes that. You'll define exactly what you're looking for, collect postings in one place, score each one honestly, and set a weekly mix of applications you can actually sustain.

Finish this and you'll have: a one-page target-role brief + a scored shortlist of postings in your tracker.

Inputs you need

- Your work background: last 2–3 roles, industries, what you were good at.
- Your constraints, answered honestly:
- **Pay floor:** the lowest salary you can accept. Be specific (e.g. \$65,000).
- **Location:** willing to commute? How far? Remote only? Hybrid?
- **Industries:** which you'd consider, which you'd rule out.
- **Schedule needs:** anything non-negotiable (school pickup at 3pm, part-time only, no night shifts).
- A list of 10–15 real job postings (links saved wherever you found them).

Part 1 — Write your target-role brief (25 minutes)

Fill this out on one page. Here's a realistic example from Maria, a marketing coordinator who was laid off from a mid-size home goods brand:

Name: Maria R. **Background:** Marketing coordinator, 6 years. Ran email campaigns and social content at a home goods retailer (2019–2023), then email marketing specialist at a skincare startup (2023–2026). Strengths: email list growth, writing product copy, managing a content calendar, working with designers. **Target roles:** Email marketing specialist, marketing coordinator, content marketing associate, lifecycle marketing associate. **Pay floor:** \$68,000 (current rent + bills need at least this). **Location:** Remote preferred; will consider hybrid in the LA area, max 30-min commute. **Industries to consider:** Retail, consumer goods, health/wellness, education, nonprofits. **Industries to avoid:** None ruled out, but cautious about early-stage startups after the last one. **Schedule needs:** None — flexible. **Nice-to-haves (not requirements):** A team bigger than 3 people; a manager who mentors; companies with a product she actually likes.

Now write yours. Be honest about the pay floor — an application to a job paying \$20k under your floor is wasted time.

You can use an AI chat tool to help brainstorm role titles. (An AI chat tool — like ChatGPT, Claude, or Gemini — is a website where you type questions and get written answers.) Paste this in:

I'm a [YOUR LAST ROLE] with [X] years of experience in [INDUSTRIES]. My main skills are [SKILLS]. Suggest 6–8 job titles I could search for, including ones I might not have thought of. Keep the titles realistic for someone without a technical background.

Review the suggestions. Cross out anything that requires a degree or skill you don't have. Keep the rest.

Part 2 — Gather opportunities (20 minutes, weekly)

Set a timer. Search your usual sites (LinkedIn, Indeed, company career pages, industry job boards) for your target titles. Save every posting that *might* fit — don't filter yet. Aim for 10–15 new ones per week. Paste the link and the basics into your tracker:

Company	Role	Link	Pay range (if listed)	Date found
Brightline Wellness	Email Marketing Specialist	(link)	\$70–85k	9/24

Privacy note: you're just reading postings here — no personal data involved, nothing to worry about.

Part 3 — Score each posting (30 minutes)

Score every posting against your brief, 1–5 on each of these four:

- 1. Pay fit:** Does the range (or your estimate) clear your floor? (If no range is listed, score 3 and flag it to research later.)
- 2. Location fit:** Matches your commute/remote requirements?
- 3. Skills fit:** Do you genuinely have most of what's asked? Be honest.
- 4. Interest:** Would you actually want this job? Gut check counts.

Add the four numbers. That's the posting's score out of 20.

Example — Maria scores the Brightline Wellness posting:

- Pay fit: 4 (\$70–85k clears her \$68k floor comfortably)
- Location fit: 5 (fully remote)
- Skills fit: 4 (email marketing is her core skill; they've asked for SMS experience she doesn't have)
- Interest: 4 (wellness interests her; the company looks stable)
- **Total: 17/20 — shortlist.**

Anything scoring **14 or above** goes on the shortlist. Below 14, archive it — you can revisit later, but don't spend resume-tailoring time on it now.

You can have the AI tool do the first pass. Paste the posting text plus your brief and use:

Here is my target-role brief: [PASTE YOUR BRIEF]. Here is a job posting: [PASTE POSTING TEXT]. Score the posting 1–5 on pay fit, location fit, skills fit, and interest, based only on what's written in the posting. Show your reasoning for each score, then give a total out of 20. Do not invent details the posting doesn't include.

Check its scores against your own judgment. You're the boss; the tool is an assistant.

Part 4 — Set your weekly application mix

Not every application deserves the same effort. Each week, split your shortlist into:

- **Tailored applications (2–3 per week):** your top scorers (16+). These get the full Workflow 2 treatment — tailored resume, thoughtful application. This is where your time goes.
- **Quick applies (3–5 per week):** the rest of the shortlist (14–15). Use your base resume with small tweaks. Don't skip the company research, but don't spend an hour per resume either.

That mix — a few deep, several quick — is the whole strategy. Five to eight real applications a week beats thirty spray-and-pray submissions every time.

Truthfulness note: even on quick applies, never add skills or titles to your resume that aren't true. A fast application with honest content beats a polished one with invented claims.

Quality gate — check before moving on

- ☐ My one-page target-role brief is written, with a specific pay floor.
- ☐ My tracker has at least 10 postings logged with links and dates.
- ☐ Every posting is scored out of 20, and I agree with the scores.
- ☐ I have at least 3 postings scoring 14+ on the shortlist.
- ☐ I know this week's mix: which 2–3 get tailored, which get quick applies.

If any box is unchecked, finish it before moving to Workflow 2. Tailoring a resume for a role you haven't scored is how you waste an afternoon.

Output

- **One-page target-role brief** — your background, target titles, pay floor, location, industries, schedule needs.
- **Scored shortlist** — postings scoring 14+ in your tracker, with this week's tailored vs. quick-apply mix marked.

Take your top-scoring posting and open `club-relaunch-resume-tailoring.pdf` .