



# JOB SEARCH MASTER CLASS®

*Welcome!*



# Things to know...

You will reach the  
finish line.

You're exactly where  
you need to be.



# What you Will Learn

1

How to best navigate this program from start to finish

2

What to expect in each module

3

Where to start

4

A peek at my teaching style

# Designed to Go In Order

There are no shortcuts! The order of the instruction will lead you to your goal.



**Ready**

## **Goal-Setting**

- Research
- Identifying Relevant Keywords, Skills
- Getting Organized



**AIM**

## **Preparing ALL Tools**

- Résumé, Cover Letter
- Applications
- LinkedIn
- Interview Prep
- Networking for Jobs



**GET HIRED**

## **The Hunt**

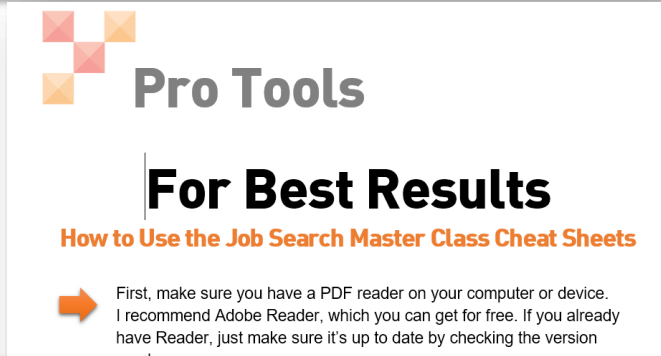
- Customizing Apps
- Follow-up System
- Overcoming Biases
- Video Interviews
- Negotiating Offers

# Your Roadmap is Attached Here!



**Pro Tools**  
**6 Course Completion Secrets**  
For the Job Search Master Class members that are diving right in!

If your goal is to generate big results with my JOB SEARCH MASTER CLASS complete this action list! I am going to be cheering you along every step of the way. You will be on the right foot, here are my "6 Course Completion Secrets" – the secrets that will get you to the finish line. Like you, you've got it in you. Let's dive in!



**Pro Tools**  
**For Best Results**  
How to Use the Job Search Master Class Cheat Sheets

➔ First, make sure you have a PDF reader on your computer or device. I recommend Adobe Reader, which you can get for free. If you already have Reader, just make sure it's up to date by checking the version



**Pro Tools**  
**The Course Curriculum Checklist**  
Job Search Master Class

**WELCOME & GETTING STARTED**

- Your Course Checklist
- Course Completion Secrets
- How to Use the Cheat Sheets

**MODULE 1: Attitude, Commitment and Goal-Setting**

- Get Ready to Compete – In Your Head
- Commit to the Odds Game
- Set a Goal Before Applying to Jobs
- Outline Your Job Search Plan



**Pro Tools**  
**60-Day Project Plan**  
Job Search Master Plan

**WEEK ONE**

DONE	ACTION ITEM	MODULE/LESSON	DETAILS
<input type="checkbox"/>	Write down your Job Search Project Name	M1, L1	Write it down on your computer or in your binder
<input type="checkbox"/>	Communicate your project	M1, L1	Communicate your new project to family and select friends –



# A Module Snapshot

Each module starts with a "Snapshot"

❑ What to expect in the Module

❑ Lessons within the Module



The screenshot displays the 'Job Search Master Class®' course interface. On the left, a sidebar titled 'Course Lessons' shows a 'Welcome' section and 'Module 1: GOALS' with a dropdown arrow. Under 'Module 1: GOALS', four lessons are listed with green checkmarks: 'Lesson 1: Get Ready to Compete – In Your Head', 'Lesson 2: Commit to Playing the Odds Game', 'Lesson 3: Set a Goal Before Applying for Jobs', and 'Lesson 4: Outline Your Job Search Plan'. Below this is 'Module 2: PREPARE' with a right-pointing arrow. The main content area shows 'Module 1: GOALS Snapshot' with a 100% completion badge in the top right. A large banner image features a laptop with a grid of red and orange squares and the text 'JOB SEARCH MASTER CLASS®'. Below the banner, a paragraph reads: 'As you get started, you will get your mind ready to compete and set your goal for the life-changing journey ahead. This important module will build the foundation for your job search and prepare you to be more focused and "fit" to approach the market in a different way than you have ever done before. I can't wait to

# Module #1

## Attitude, Commitment and Goal-Setting



Ready

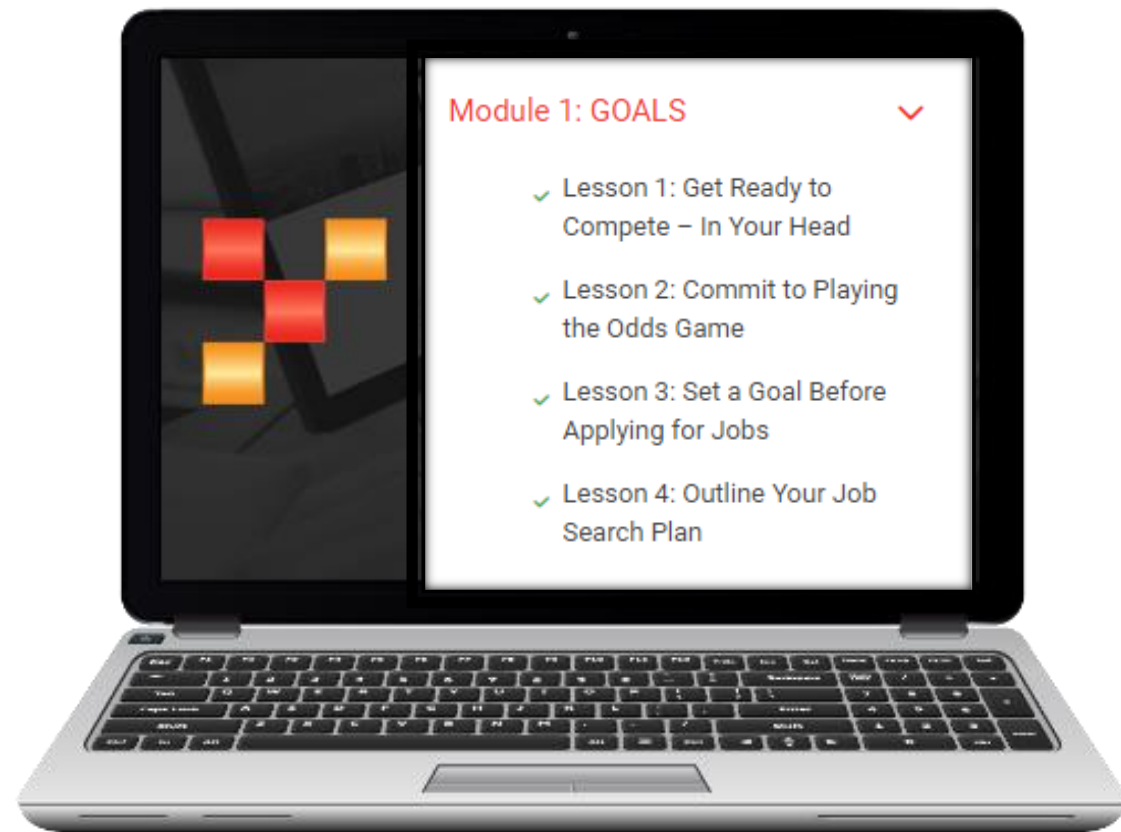
**JOB SEARCH  
MASTER CLASS**

NO.

**01**



ATTITUDE, COMMITMENT, GOAL-SETTING



# Module #2

## Preparing to Win a Job

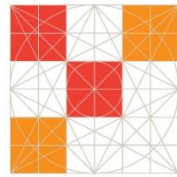


Ready

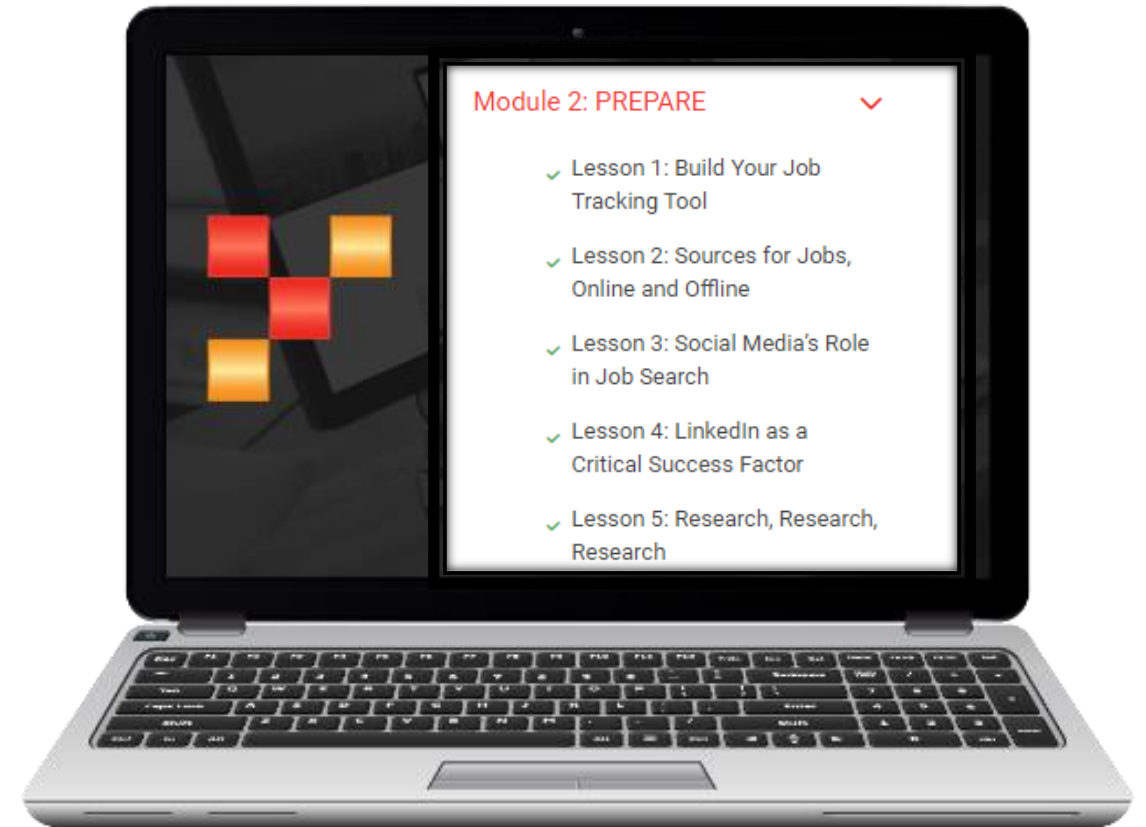
**JOB SEARCH  
MASTER CLASS**

NO.

**02**



PREPARING TO WIN A JOB





# Module #3

## Preparing to Apply to Jobs



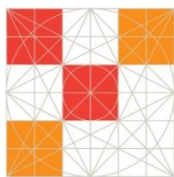
AIM



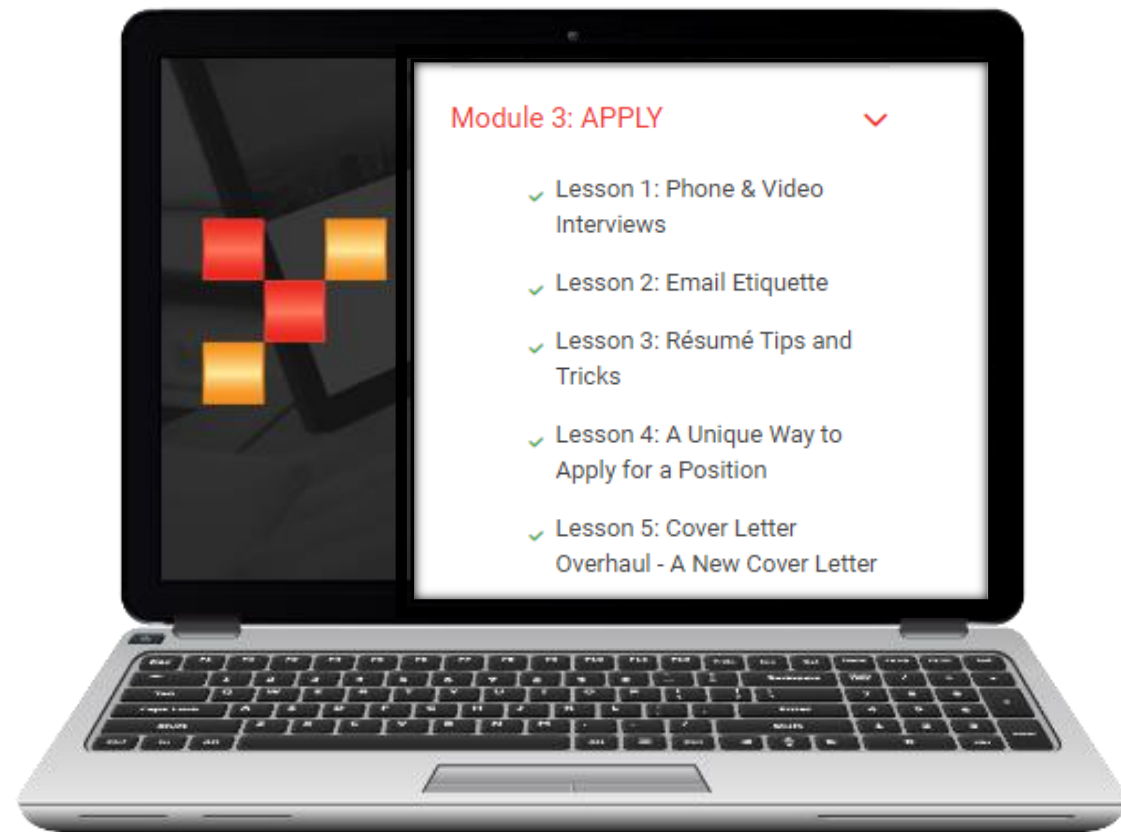
**JOB SEARCH  
MASTER CLASS**

NO.

**03**



APPLYING TO JOBS



# Module #4

## Networking to Land Interviews



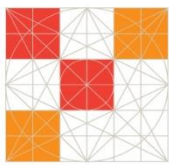
AIM



**JOB SEARCH  
MASTER CLASS**

NO.

**04**



NETWORKING TO FIND & LAND POSITIONS



# Module #5

## Interviewing and Following Up

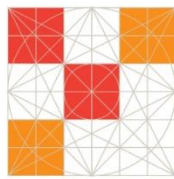


**GET HIRED**

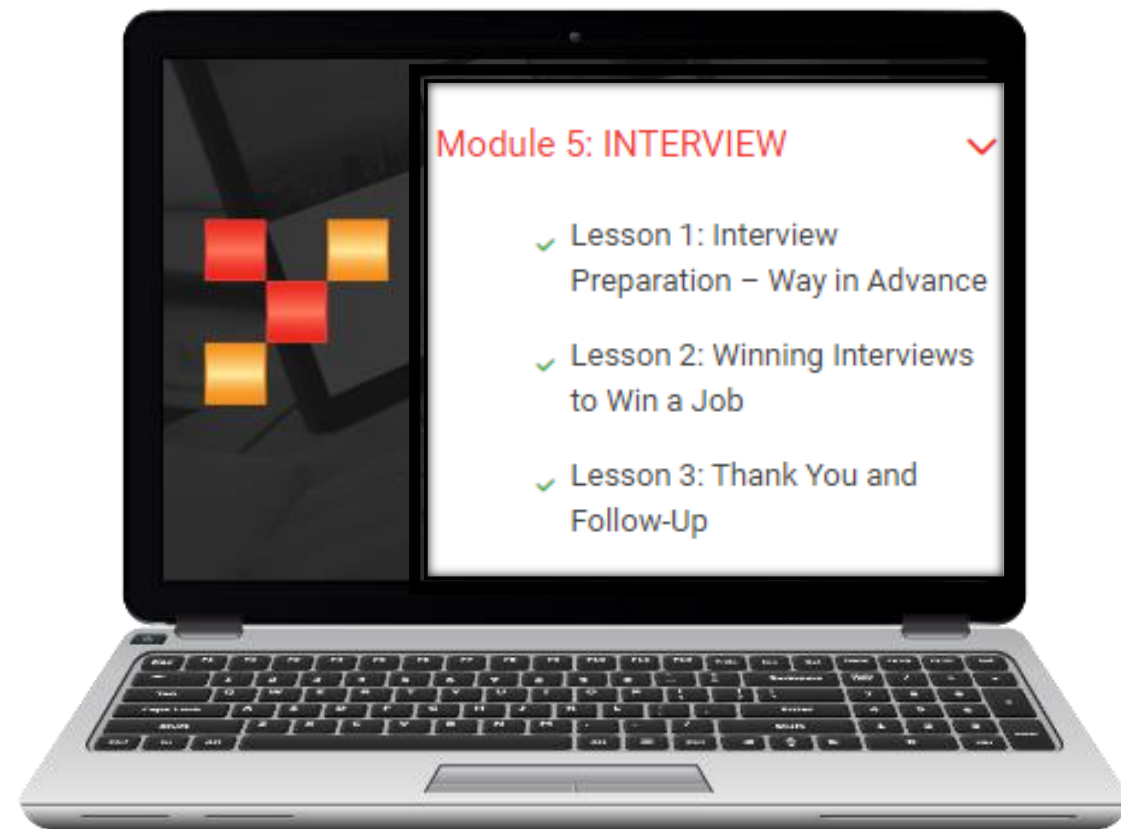
**JOB SEARCH  
MASTER CLASS**

NO.

**02**



PREPARING TO WIN A JOB



# Designed to Go In Order

To compete for your position, you need more than résumé and interview skills.



**Ready**

## **Goal-Setting**

- Research
- Identifying Relevant Keywords, Skills
- Getting Organized



**AIM**

## **Preparing ALL Tools**

- Résumé, Cover Letter
- Applications
- LinkedIn
- Interview Prep
- Networking for Jobs



**GET HIRED**

## **The Hunt**

- Customizing Apps
- Follow-up System
- Overcoming Biases
- Video Interviews
- Negotiating Offers

# BONUS Section



Negotiating  
Offers

Business  
Journals  
Discount

Interview  
Roleplay

Searchable  
FAQs



# Over 35 Cheat-sheets, Templates and Checklists

## Pro Tools

### 6 Course Completion Secrets

For the Job Search Master Class members that commit to diving right in!

If your goal is to generate big results with my JOB SEARCH MASTER CLASS, you've got to complete this action list I can guarantee you along every step of the way! To help you get started on the right foot, here are my "6 Course Completion Secrets" - the key know what to do to succeed in my course.

## Pro Tools

### For Best Results

How to Use the Job Search Master Class Cheat Sheets

- First, make sure you have a PDF reader on your computer or device. I recommend Adobe Reader, which you can get for free. If you already have Reader, just make sure it's up to date by checking the version number.
- Once you have your PDF reader setup, click on the cheat sheet image (use control-click if you're on a Mac, or just right click if you're on a PC) and either download it or "Save As."

## Pro Tools

### The Course Curriculum Checklist

Job Search Master Class

**WELCOME & GETTING STARTED**

- Your Course Checklist
- Course Completion Secrets
- How to Use the Cheat Sheets

**MODULE 1: Attitude, Commitment and Goal-Setting**

- Get Ready to Commit - to Your Dream
- Commit to the Daily Game
- Set a Goal Before Heading to Jobs
- Outline Your Job Search Plan

## Pro Tools

### Members Only Facebook Group

Job Search Master Class

By now, you should have received your invitation to join the Job Search Master Class Members-only Facebook Group. If not, simply email [info@danamanciagli.com](mailto:info@danamanciagli.com). This will be the BEST and most amazing experience you have had with a Facebook Group. No small talk, no posts of things you have no interest in. Just US, you - the students - and me.

## Pro Tools

### Networking Planner - Worksheet (Continued)

#### My Job Search Networking Plan

Job Search Goal (function, industries, target companies, cities, job titles)	People I Know (Those who could help you learn or grow in some way, assist you in resources, introduce you to someone else, or mentor you)	New People to Find (Those with complementary competencies, experiences, etc. that help fill in gaps, etc. Could be a fit without a name.)
	Current and Past Peers	
	Friends and Family	

Dana Manciagli's **JOB SEARCH MASTER CLASS** is proud to offer you the industry-leading interview technology by InterviewStream, a web-based interview training tool.

**JOB SEARCH MASTER CLASS**  
By Dana Manciagli

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## Pro Tools

### Job Search Schedule

Now that you are motivated and focused on **WHAT** you want to search for, immediately write down **HOW** you will find that job by setting your Job Search Plan in motion. You need to commit to a certain amount of time, a certain set of activities, and track your progress. This plan discipline will help you make your job search process "job #1", avoid wasting time, be more effective, and accelerate the speed by which you land in the new job.

**How to be maniacal about your Job Search Schedule:**

A. First, map out your overall job search process, committing to a certain set of activities that you will repeat every day and every week until you land in your new job. Be aggressive but realistic, based on your other commitments (family, current job). And don't steal time from other important things such as exercise, time with family and friends and sleep.

Activity Type	Description	Daily	Weekly

### <Your Name> Job Tracker for Job Search Master Class

Updated As Of: <Today's Date>

Job Opportunity #	Status	Company Information		Job Specifications			Date of Application and Note	My Follow Up
		Company	Company Website - General	Job Title, Department	Job Posting #	Job Posting Web Link		
1	Green - Active	Name, Address, Main Phone	To research more about the company	From the specific posting	Important reference number for all correspondence	Link to the place you found the position description. Search engines, company site, etc.	Date and if via web, mail	Next Site
2	Yellow - On Hold							
3	Red - Closed							
4								
5								
6								
7								
8								
9								
10								
11								
12								

## Pro Tools

### 60-Day Project Plan

Job Search Master Plan

WEEK ONE

DONE	ACTION ITEM	MODULE/LESSON	DETAILS
<input type="checkbox"/>	Write down your Job Search Project Name	M1, L1	Write it down on your computer or in your binder
<input type="checkbox"/>	Communicate your	M1, L1	Communicate your new project to family and select friends -

## Pro Tools

### Business Writing That Counts!

Top Tips for Email Excellence

Set up grammar and spell-check: You need to proofread to catch the mistakes the program

Email etiquette: Consider developing an email protocol so that you and your company stand

# A Tour of Your Workshop

- 1 Full Course Down the Left
- 2 Video Instruction
- 3 Scroll Down: Action Center
  - Handouts
  - Exercises
  - Copies of the Video Slides
  - Transcript of the Video

Home > Job Search Master Class® > Module 1: GOALS

Course Lessons

Job Search Master Class® 100%

Welcome

Module 1: GOALS

- Lesson 1: Get Ready to Compete - In Your Head
- Lesson 2: Commit to Playing the Odds Game
- Lesson 3: Set a Goal Before Applying for Jobs
- Lesson 4: Outline Your Job Search Plan

Module 2: PREPARE >

Module 3: APPLY >

Module 4: NETWORK >

Module 5: INTERVIEW >

BONUSES >

Course Progress

Module 1: GOALS Snapshot

**JOB SEARCH MASTER CLASS®**

As you get started, you will get your mind ready to compete and set your goal for the life-changing journey ahead. This important module will build the foundation for your job search and prepare you to be more focused and "fit" to approach the market in a different way than you have ever done before. I can't wait to hear your Goal Statement on our [Facebook Group](#).

**JOB SEARCH MASTER CLASS™**

NO. 01

ATTITUDE, COMMITMENT, GOAL-SETTING

01:20

## Available Downloads



Résumé Excellence Checklist



Robo-Résumé Article



Robo-Résumé Template



Résumé Summary and Skill Words Assistance

# Consistent Lesson Flow Throughout Course

1



**JOB SEARCH MASTER CLASS®**

## Robo Résumé Lesson

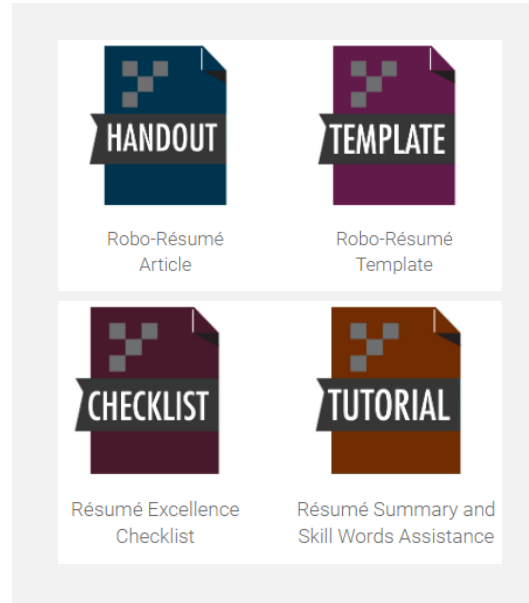
Designed to instruct, guide and culminate in a world class *résumé*. Your new *résumé* will make a positive impact on 3 entities:

- The Applicant Tracking System (Robot)
- Recruiters
- Hiring Managers
- Your Network

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09:39

2



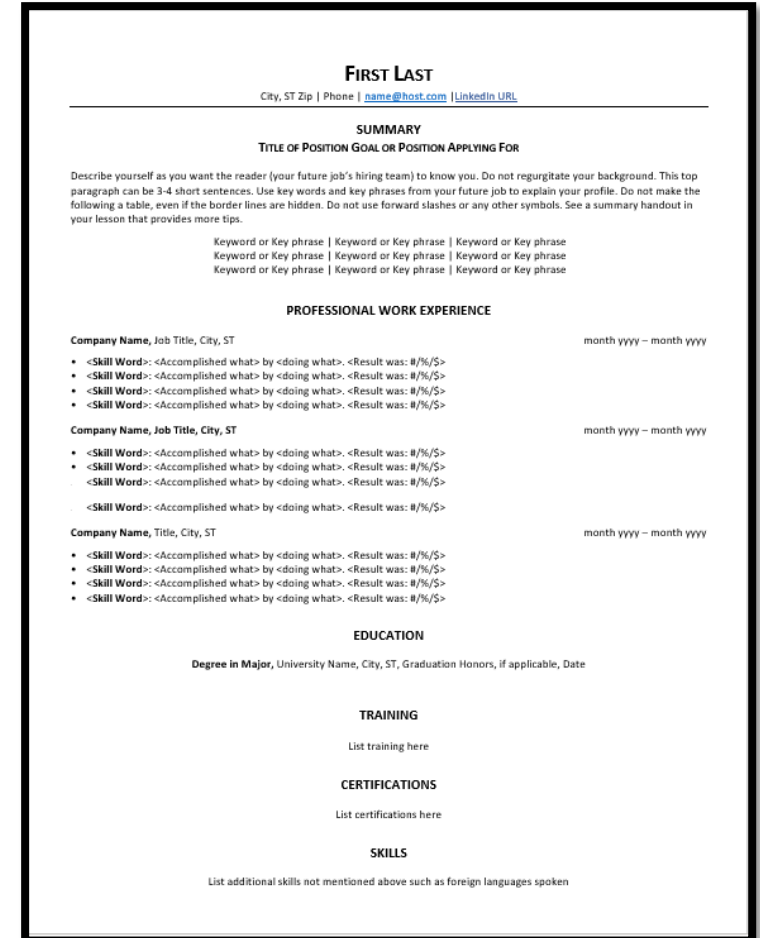
**HANDOUT**  
Robo-Résumé Article

**TEMPLATE**  
Robo-Résumé Template

**CHECKLIST**  
Résumé Excellence Checklist

**TUTORIAL**  
Résumé Summary and Skill Words Assistance

3



**FIRST LAST**  
City, ST Zip | Phone | [name@host.com](mailto:name@host.com) | [LinkedIn URL](#)

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**SUMMARY**  
TITLE OF POSITION GOAL OR POSITION APPLYING FOR

Describe yourself as you want the reader (your future job's hiring team) to know you. Do not regurgitate your background. This top paragraph can be 3-4 short sentences. Use key words and key phrases from your future job to explain your profile. Do not make the following a table, even if the border lines are hidden. Do not use forward slashes or any other symbols. See a summary handout in your lesson that provides more tips.

Keyword or Key phrase | Keyword or Key phrase | Keyword or Key phrase  
Keyword or Key phrase | Keyword or Key phrase | Keyword or Key phrase  
Keyword or Key phrase | Keyword or Key phrase | Keyword or Key phrase

**PROFESSIONAL WORK EXPERIENCE**

Company Name, Job Title, City, ST month yyyy – month yyyy

- <Skill Word>: <Accomplished what> by <doing what>. <Result was: #/#/\$>
- <Skill Word>: <Accomplished what> by <doing what>. <Result was: #/#/\$>
- <Skill Word>: <Accomplished what> by <doing what>. <Result was: #/#/\$>
- <Skill Word>: <Accomplished what> by <doing what>. <Result was: #/#/\$>

Company Name, Job Title, City, ST month yyyy – month yyyy

- <Skill Word>: <Accomplished what> by <doing what>. <Result was: #/#/\$>
- <Skill Word>: <Accomplished what> by <doing what>. <Result was: #/#/\$>
- <Skill Word>: <Accomplished what> by <doing what>. <Result was: #/#/\$>
- <Skill Word>: <Accomplished what> by <doing what>. <Result was: #/#/\$>

Company Name, Title, City, ST month yyyy – month yyyy

**EDUCATION**  
Degree in Major, University Name, City, ST, Graduation Honors, if applicable, Date

**TRAINING**  
List training here

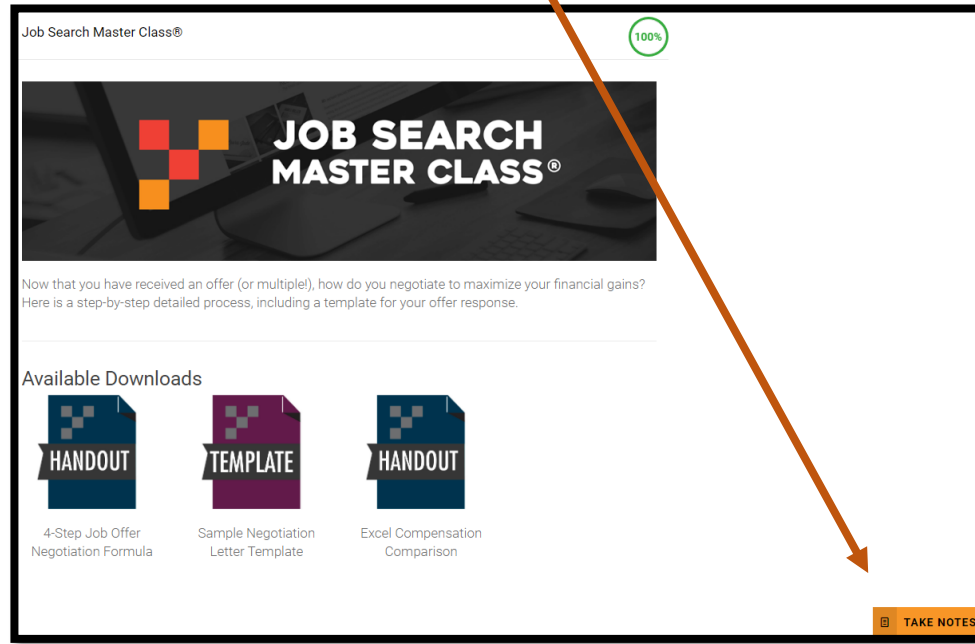
**CERTIFICATIONS**  
List certifications here

**SKILLS**  
List additional skills not mentioned above such as foreign languages spoken

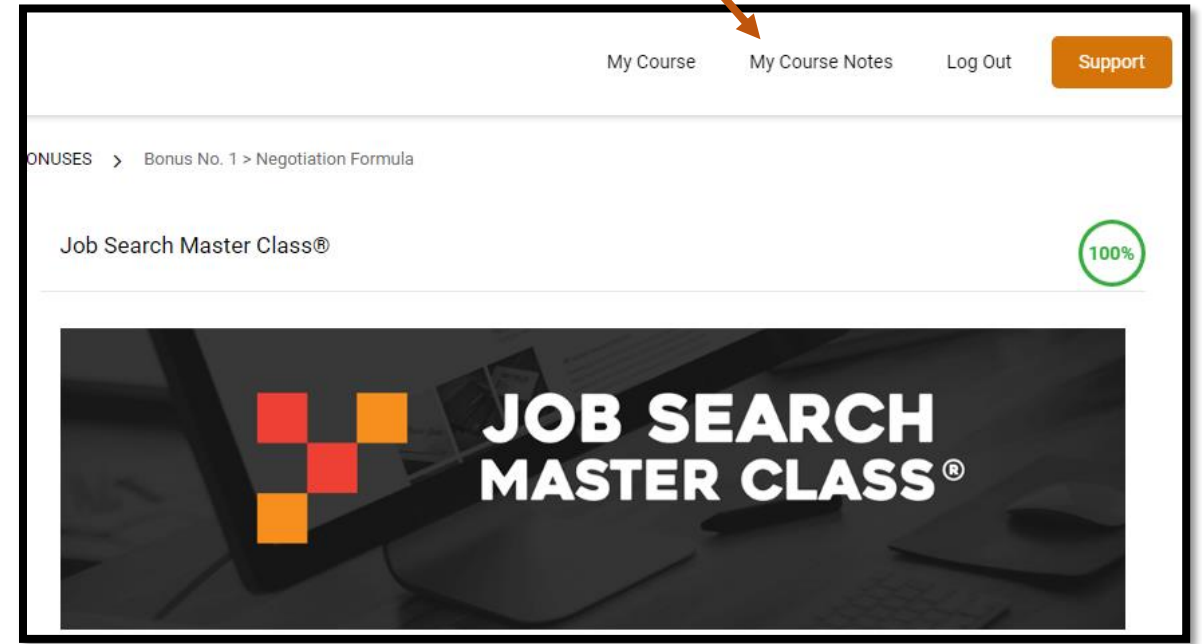
- 1 Video Instruction
- 2 Exercises, Trackers, Scripts, Examples
- 3 You Complete the Assignment

# Notes Feature – Take Notes Throughout

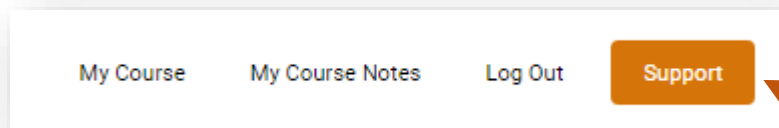
**To Take Notes:  
Bottom Right Corner**



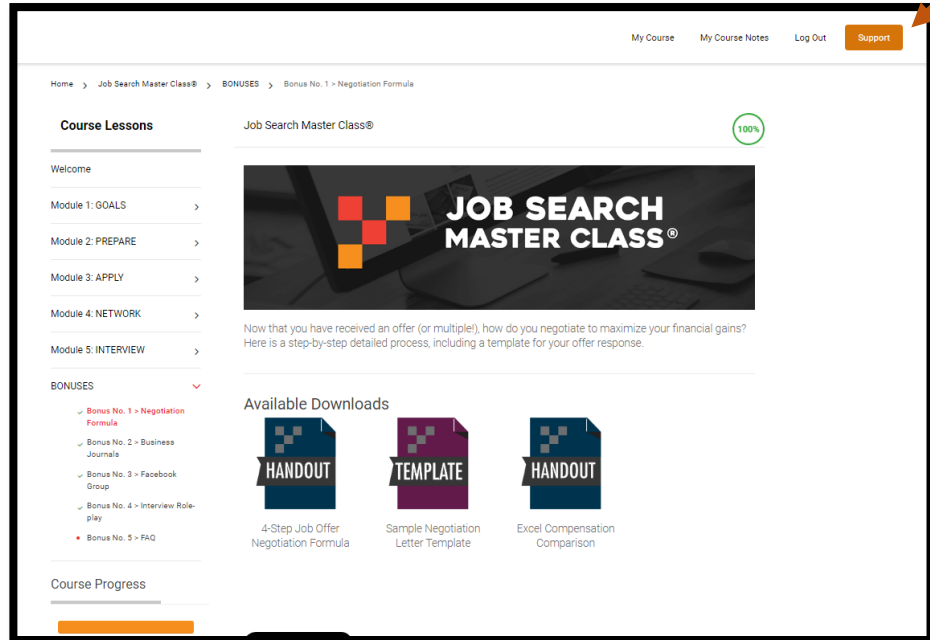
**To Review or Print Notes:  
Top Navigation Bar**



# Support and Questions Throughout



**Technical & Billing Support**



**Content Questions**

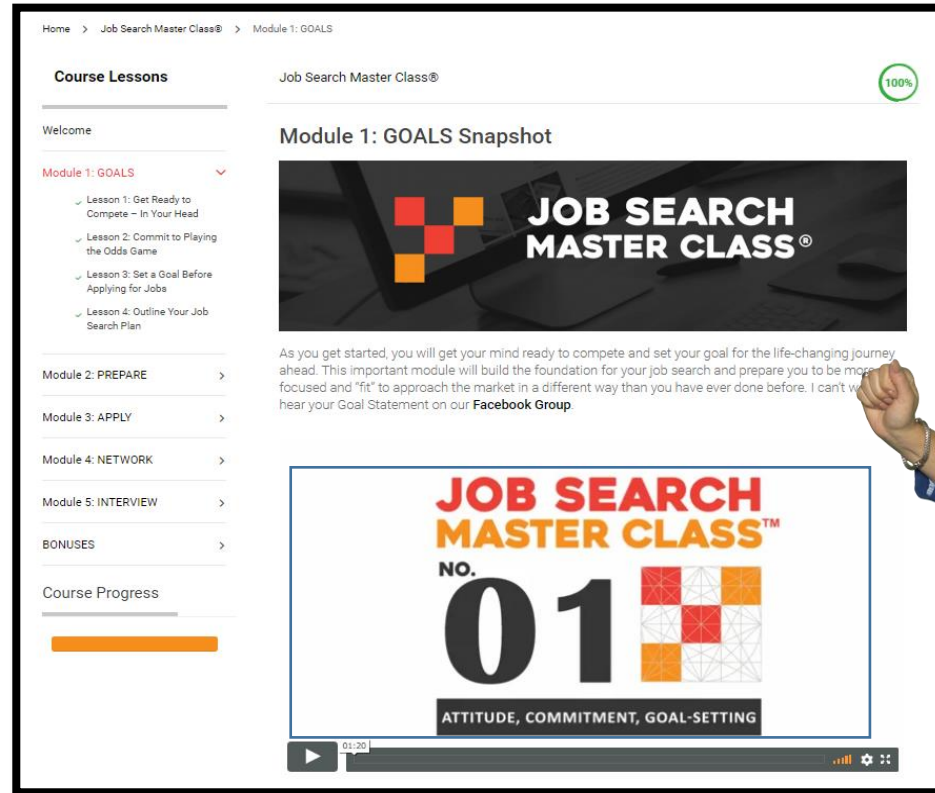


<https://www.facebook.com/groups/JobSearchMasterclass/>



# Here's what I want you to do:

**Start with the  
"Snapshot" in  
Module 1,  
Lesson 1 (M1\_L1)**



The screenshot displays the course interface for 'Job Search Master Class®'. On the left, a 'Course Lessons' sidebar lists modules from 'Module 1: GOALS' to 'Module 5: INTERVIEW', with 'Module 1: GOALS' expanded to show four lessons. The main content area features a video player for 'Module 1: GOALS Snapshot'. The video thumbnail shows the course title and 'NO. 01' with the subtitle 'ATTITUDE, COMMITMENT, GOAL-SETTING'. A 100% completion badge is visible in the top right corner of the course page.



# *Thank you and Welcome!*