

UKJobsInsider Complete Training Guide

Table of Contents

1. [UKJI Product & Resource Dashboard](#)
 2. [Job Application Tracker](#)
 3. [Strategy Template](#)
 4. [Cold Email Template & Strategy](#)
 5. [Best Practices](#)
-

1. UKJI Product & Resource Dashboard {#dashboard}

Purpose

This is your central hub containing all essential job search resources, masterclasses, and templates.

How to Use:

Resource Categories:

- **CV Masterclass** - Learn professional CV writing techniques
- **Interview Masterclass** - Master interview skills and techniques
- **Cover Letter & Follow-Up Masterclasses** - Perfect your application materials
- **LinkedIn Masterclass** - Optimize your professional profile
- **AI Masterclass** - Leverage AI tools for job search
- **GPT Tools** - Access custom GPT prompts for various tasks
- **Templates** - Ready-to-use CV, cover letter, and email templates
- **Strategy Documents** - Job hunting strategies and matrices
- **Specialized Resources** - Visa sponsorship, job hunt strategies, etc.

Access Levels:

- **Both** - Available to all users (free + premium)
- Check access level before directing users to resources

Navigation Tips:

1. Use Ctrl+F to quickly find specific resources
2. Click links directly - they open in new tabs
3. Bookmark frequently used resources

- 4. Check for regular updates to the resource list
-





2. Job Application Tracker {#tracker}

Purpose

Track all your job applications systematically to maintain organized follow-ups and maximize success rates.

Sheet Structure:

General Information Section:

- **S.NO** - Sequential numbering for easy reference
- **Follow up stage/Notes** - Current status with color coding:
 -  Follow up email 2
 -  Follow up email 1
 -  Follow up email 2
 -  Final Follow up
- **Next Follow Up Due** - Schedule your next action
- **Company** - Target company name
- **Job Posting** - Role title (e.g., "Data Analyst")
- **Date Job Was Found** - When you discovered the opportunity
- **Date Applied** - When you submitted your application

Pre-interview Section:

- **Make Connections with company alumni** - Network building tasks
- **Date of connection** - Track networking efforts

How to Use the Tracker:

Step-by-Step Process:

1. Initial Application:

- Fill in company name, job posting, and application date
- Set initial follow-up stage to "Follow up email 1"
- Schedule next follow-up date (typically 1 week after application)

2. Follow-up Management:

- **Week 1:** Send Follow up email 1 (polite inquiry)

- **Week 2-3:** Send Follow up email 2 (value-added follow-up)
- **Week 4:** Final Follow up (last attempt)
- Update color coding as you progress

3. Networking Integration:

- Research company alumni on LinkedIn
- Reach out for informational interviews
- Document connection dates and outcomes

Color Coding System:

- **Blue** - Initial follow-ups
 - **Purple** - Secondary follow-ups
 - **Red** - Final attempts
 - **White** - Ready for new applications
-

3. Strategy Template {#strategy}

Purpose

Create a structured approach to your job search with clear priorities and customization options.

Template Structure:

Pillar 1: Areas of Priority

- Define your target job roles
- Identify key industries or sectors
- Set geographical preferences

Pillar 2: Channels of Dissemination

- Job boards (LinkedIn, Indeed, company websites)
- Networking events and professional associations
- Direct outreach and cold applications
- Recruitment agencies and headhunters

Pillar 3: Scale/Volume

- **Target:** x Total Disseminations/Week
- Set realistic weekly application goals
- Balance quality vs. quantity

Pillar 4: Private Tracker for Each Channel

- Monitor performance of different application channels
- Track success rates and response times
- Adjust strategy based on data

Pillar 5: Customisation Plan

Different approaches for different job categories:

Meh Jobs (Practice Applications):

- **Customisation Limits:** Minimal personalization
- **Time Limits:** 15-20 minutes per application
- **Weightage:** 20% of total applications

Good Jobs (Solid Opportunities):

- **Customisation Limits:** Moderate personalization
- **Time Limits:** 30-45 minutes per application
- **Weightage:** 60% of total applications

Dream Jobs (Target Positions):

- **Customisation Limits:** Full personalization
- **Time Limits:** 1-2 hours per application
- **Weightage:** 20% of total applications

Implementation Strategy:

Weekly Planning:

1. Review and update your priority areas
2. Allocate time across different channels
3. Set weekly targets for each job category
4. Schedule dedicated time blocks for applications

Monthly Review:

1. Analyze success rates by channel
2. Adjust weightage based on performance
3. Refine customization strategies
4. Update target companies and roles

4. Cold Email Template & Strategy {#email}

The Proven Template:

Subject Line: Hello, I'm {Your Name}

Email Body:

Hello [Recipient's Name],

I know you are busy, so this won't take over one minute to read, but can be a life-transforming opportunity for me.

I've been following you since {usually two years ago}, from your time at {An old organisation}. {Then in one line mention: one thing that impressed you the most and you found after researching them quite a bit}

I'm also aware that [Company Name] is working on [An interesting project/campaign/initiative by the company and why you like it (In 1 line)].

Honestly, given my expertise/experience/skills in {mention 1 critical skill that is central to the project above} I find that super exciting and would love to finally be able to connect with you for a very quick 10-minute chat.

If you would be keen, I'm happy to work as per your convenience to put something in the diary for us.

Please let me know, it would make my day!

Best regards,
[Your Full Name]

Customization Strategy:

Research Requirements:

1. LinkedIn Stalking (15 minutes):

- Review their career progression
- Note previous companies and roles
- Identify shared connections or experiences

2. Company Research (10 minutes):

- Recent news, projects, or initiatives
- Company values and mission
- Recent achievements or milestones

3. Personal Connection (5 minutes):

- Find genuine points of admiration

- Identify relevant skills match
- Craft authentic compliments

Seniority-Based Approach:

Junior to Mid-Level (Manager/Senior Manager):

- Focus on specific projects they've led
- Mention learning opportunities
- Keep tone enthusiastic but professional

Senior Level (Director/VP):

- Reference strategic initiatives
- Highlight business impact potential
- Use more formal tone

C-Suite (CEO/CTO/CMO):

- Focus on company vision alignment
- Mention industry trends or insights
- Keep extremely concise

Company Size Variations:

Startups (1-50 employees):

- Mention agility and innovation
- Reference recent funding or growth
- Show enthusiasm for company mission

Scale-ups (50-500 employees):

- Focus on growth trajectory
- Mention expansion or new markets
- Highlight scalability skills

Enterprise (500+ employees):

- Reference market position
- Mention transformation initiatives
- Emphasize process improvement skills

Follow-up Strategy:

If No Response After 1 Week:

Subject: Quick follow-up on my previous message

Hi [Name],

I hope you're doing well! I sent you a message last week about connecting for a brief chat regarding [specific project/initiative].

I completely understand how busy you must be. If the timing isn't right now, I'd be happy to reconnect in a few weeks.

Thanks for your time!

Best,

[Your Name]

If No Response After 2 Weeks:

Move to "Final Follow up" category in your tracker and focus on other opportunities.

5. Best Practices {#best-practices}

Daily Routine:

1. Morning (30 minutes):

- Check and update job tracker
- Review scheduled follow-ups
- Apply to 2-3 "Meh" jobs for practice

2. Afternoon (60 minutes):

- Research and apply to 1-2 "Good" jobs
- Send follow-up emails from tracker
- Update networking activities

3. Evening (30 minutes):

- Work on 1 "Dream" job application
- Research target companies
- Plan next day's activities

Weekly Goals:

- **10-15 total applications**

- 6-8 Meh jobs (20-30% success rate target)
- 4-5 Good jobs (40-50% success rate target)
- 1-2 Dream jobs (60%+ success rate target)
- **5-10 networking emails**
- **3-5 follow-up emails**

Success Metrics to Track:

1. **Application Response Rate:** Target 15-25%
2. **Interview Conversion Rate:** Target 20-30%
3. **Networking Response Rate:** Target 30-40%
4. **Follow-up Success Rate:** Target 10-15%

Red Flags to Avoid:

- Generic applications without customization
- No follow-up strategy
- Applying only to "Dream" jobs
- Ignoring networking opportunities
- Not tracking progress systematically

Optimization Tips:

1. **A/B Test Email Templates:** Try variations of subject lines and opening paragraphs
 2. **Time Tracking:** Monitor how long each activity takes and optimize
 3. **Success Analysis:** Identify which channels and approaches work best for you
 4. **Skill Development:** Use rejected applications as learning opportunities
 5. **Mental Health:** Maintain balance and celebrate small wins
-

Getting Started Checklist:

Week 1: Setup

- ☐ Copy all three Google Sheets to your account
- ☐ Customize the strategy template with your preferences
- ☐ Set up your first 10 target companies in the tracker
- ☐ Research and save 20 potential networking contacts

Week 2: Implementation

- ☐ Start daily application routine

- ☐ Send your first 5 cold emails
- ☐ Begin systematic follow-up process
- ☐ Track all activities in your sheets

Week 3: Optimization

- ☐ Review success rates and adjust strategy
- ☐ Refine email templates based on responses
- ☐ Expand target company list
- ☐ Schedule informational interviews

Week 4: Scale

- ☐ Increase application volume gradually
- ☐ Develop industry-specific variations
- ☐ Build referral network
- ☐ Plan for interview preparation

Remember: Job searching is a numbers game combined with strategic thinking. Stay consistent, track everything, and continuously optimize your approach based on results.

Need personalized guidance? Book a consultation to discuss your specific situation and get tailored advice for your job search strategy.