

UKJobsInsider Complete Training Guide

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1. UKJI Product & Resource Dashboard {#dashboard}

Purpose

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

Access Levels

- **Both:** Available to all users (free + premium members)
- **Plus Only:** Exclusive to premium members

Quick Navigation

Use the resource categories below to find exactly what you need for your job search journey.

2. Detailed Resource Library {#resource-library}

Masterclasses & Training

CV Masterclass

- **Access:** Both (Free + Premium)
- **Link:** [CV Masterclass](#)
- **Description:** An in-depth training module designed to help job seekers build high-impact CVs tailored to the UK market. Covers essential formatting, keyword optimisation, and how to align your experience with job descriptions to increase interview chances.

Interview Masterclass

- **Access:** Both (Free + Premium)
- **Link:** [Interview Masterclass](#)
- **Description:** A comprehensive guide that prepares you for interviews across industries. Includes frameworks for answering competency-based questions, strategies to demonstrate your skills effectively, and confidence-building tips for both virtual and in-person interviews.

Cover Letter and Follow-Up Masterclass

- **Access:** Both (Free + Premium)
- **Link:** [Cover Letter Masterclass](#)
- **Description:** This module teaches you how to write tailored cover letters that highlight your strengths and motivations while addressing employer needs. Also guides you on effective follow-up strategies post-application or interview.

LinkedIn Masterclass

- **Access:** Both (Free + Premium)
- **Link:** [LinkedIn Masterclass](#)
- **Description:** A step-by-step program to optimise your LinkedIn profile for maximum visibility. Covers profile structuring, networking strategies, content engagement, and how to attract recruiters and hiring managers.

AI Masterclass

- **Access:** Both (Free + Premium)
- **Link:** [AI Masterclass](#)
- **Description:** Learn practical use of Artificial Intelligence in job applications and career strategy. Covers AI-driven CV writing, interview preparation, and productivity tools to give you an edge.



AI Tools & Templates

All GPTs at One Place

- **Access:** Both (Free + Premium)
- **Link:** [Custom GPT Hub](#)
- **Description:** A consolidated hub providing access to all UKJI custom GPT tools. Switch seamlessly between CV GPT, Interview GPT, Salary GPT, and more for faster, more effective job applications.

ChatGPT Prompts

- **Access:** Both (Free + Premium)
- **Link:** [ChatGPT Prompts](#)

- **Description:** Curated collection of powerful prompts tailored for job seekers. Generate optimised CVs, impactful cover letters, networking messages, and interview answers quickly.

Templates & Trackers

CV Templates

- **Access:** Both (Free + Premium)
- **Link:** [CV Templates](#)
- **Description:** Professional, recruiter-tested CV templates formatted to UK standards. Structured for maximum readability, ATS compliance, and clear impact presentation.

Cover Letter Templates

- **Access:** Both (Free + Premium)
- **Link:** [Cover Letter Templates](#)
- **Description:** Polished cover letter templates that showcase motivation and skills effectively. Role-specific and adaptable while maintaining professional standards.

Job Application Tracker Template

- **Access:** Both (Free + Premium)
- **Link:** [Application Tracker](#)
- **Description:** Ready-to-use template to organise and track all job applications. Monitor progress, deadlines, interview dates, and outcomes for consistent, efficient job searching.

All Email Templates

- **Access:** Both (Free + Premium)
- **Link:** [Email Templates](#)
- **Description:** Comprehensive collection of professional email templates for all job hunt stages. Includes outreach, networking, follow-ups, interview thank-yous, and negotiation scripts.

Strategy Matrix Template

- **Access:** Both (Free + Premium)
- **Link:** [Strategy Matrix](#)
- **Description:** Structured tool to prioritise and plan job applications effectively. Categorise roles by urgency, fit, and opportunity to focus energy where it matters most.

Personalised Cold Email Template

- **Access:** Both (Free + Premium)

- **Link:** [Cold Email Template](#)
- **Description:** Customisable template for impactful cold emails for networking and job opportunities. Learn to introduce yourself professionally and build valuable connections.

🌟 Workshops & Community

90 Day Job Hunt Workshop

- **Access:** Both (Free + Premium)
- **Link:** [90 Day Workshop](#)
- **Description:** Structured 90-day program for accountability and consistency. Provides weekly action steps, progress tracking, and strategies to accelerate your job hunt.

Job Hunt Strategy Workshop

- **Access:** Both (Free + Premium)
- **Link:** [Strategy Workshop](#)
- **Description:** Live/recorded workshop to create personalised job search plans. Covers effective time management, application prioritisation, and momentum-building strategies.

Fireside Chats

- **Access:** Both (Free + Premium)
- **Link:** [Fireside Chats](#)
- **Description:** Interactive, community-driven sessions where members share experiences and strategies. Learn directly from peers and coaches while building motivation and accountability.

📁 Review & Q&A Sessions

Rapid Review Recordings

- **Access:** Both (Free + Premium)
- **Link:** [Rapid Reviews](#)
- **Description:** Quick, focused recordings where CVs, cover letters, and LinkedIn profiles are reviewed. Get actionable recommendations for fast improvements.

Q&A Recordings

- **Access:** Both (Free + Premium)
- **Link:** [Q&A Sessions](#)
- **Description:** Library of recorded Q&A sessions covering CV advice, interview preparation, networking strategies, and visa queries with practical insights.

Tools & Extensions

Chrome Extensions

- **Access:** Both (Free + Premium)
- **Link:** [Chrome Extensions](#)
- **Description:** Productivity-boosting Chrome extensions for job seekers. Simplify job tracking, application auto-filling, networking outreach, and LinkedIn optimisation.

Specialised Services

The Visa Sponsorship Playbook

- **Access:** Both (Free + Premium)
- **Link:** [Visa Sponsorship Guide](#)
- **Description:** Step-by-step guide for international job seekers to understand and secure UK visa sponsorship. Includes targeting strategies and immigration requirement navigation.

Referral Connect

- **Access:** Both (Free + Premium)
- **Link:** [Referral Connect](#)
- **Description:** Premium service connecting you with industry professionals for job referrals. Bypass application filters and increase visibility to hiring managers.

Book 1:1 Calls with Mentors

- **Access:** Plus Only (Premium Exclusive)
 - **Link:** [Mentor Calls](#)
 - **Description:** Schedule personalised sessions with experienced mentors. Get tailored guidance on CV, applications, interview preparation, and career strategy.
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3. 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 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
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4. 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
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5. 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.

6. Best Practices {#best-practices}

Daily Routine

Morning (30 minutes):

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

Afternoon (60 minutes):

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

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
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7. Contact & Support {#contact-support}

UKJobsInsider Website

 **Main Website:** <https://www.ukjobsinsider.com/>

Getting Help & Support

For additional support, guidance, or questions about any of the resources mentioned in this guide:

Contact Options:

- Visit the main website for the latest updates and contact information
- Access the community forums through your Skool dashboard
- Book 1:1 mentor calls (Premium members only)
- Join Fireside Chats for community support

Personalized Guidance:

Need tailored advice for your specific situation? Book a consultation to discuss your unique circumstances and get customized job search strategies.

Additional Resources:

- Regular updates to all templates and resources

- New masterclasses and workshops added monthly
 - Community-driven Q&A sessions
 - Success stories and case studies
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Remember: Job searching is a numbers game combined with strategic thinking. Stay consistent, track everything, and continuously optimize your approach based on results.

This guide is brought to you by UKJobsInsider - Your trusted partner in landing your dream job in the UK.