

## Hard Task Checklist – “Hit Send Only When Everything Is ”

#   Task it's hard	Why
-----   Status --	
-----   ----- 1   Locate & scan DD214 / proof of service (300dpi PDF, single file).	Missing docs = automatic rejection.
2   Update résumé (one-page PDF, clear cyber objective).	
They forward this to employer partners.	3   Create LinkedIn vanity URL and set profile to “Open to Work.”
4   Block 10hrs/week on calendar for the next 24weeks.	O2O coaches check your public presence.
Signals commitment and prevents future no-shows.	5   Draft “Motivation & Goals” blurb (≤75words).
6   Draft “Availability” blurb (timezone + best contact hours).	Copied into your learner file; shows focus.
Helps them schedule intake & coaching calls.	7   Whitelist program emails (@ivmf.syracuse.edu, @coursera.org).
Prevents missed deadlines hidden in spam.	8   Set up a study workspace (reliable internet, webcam, quiet).
Tech failures are the #1 dropout excuse.	9   Enroll in a free TryHackMe room or Google IT lab and note it.
Demonstrates proactive learning when asked.	10   Prepare PDF bundle: O2O_Screening_Packet_BrianFisher.pdf (docs + résumé).
Clean file naming shows attention to detail.	

## Soft Skill Signals They're Looking For

Competency	How it shows up in screening	Quick win
Responsiveness	Same-day replies to every email.	Turn on phone notifications for Gmail.
Professionalism	Typos, tone, file names, email handle.	
Use Grammarly; rename files descriptively.	Commitment	Concrete study schedule, clear goals.
Mention your blocked calendar time in intake form.	Techreadiness	
Comfort with Zoom/Slack, basic troubleshooting.	Note prior Coursera courses or lab platforms.	Growth mindset
Willingness to start at SOC Tier1 and upskill.	Outline a 12month cert roadmap in comments box.	Communication
Brief, complete answers; no ghosting.	Promise 48hr response if circumstances change.	

## Recommendations to Max Your Odds

1. Submit within 24hrs of receiving the assessment—early birds stand out. 2. Be laser-specific: always choose “Google Cybersecurity Certificate” in every dropdown and text box. 3. Show receipts: reference the TryHackMe/Google lab you just completed (“I recently finished THM’s Intro to SOC room”). 4. Tie cyber to service background: e.g., “I maintained COMSEC gear; now I’m pivoting that discipline to blue team analysis.” 5. Mention clearance potential if you have one or can be recertified—big plus for defense contractors. 6. Keep answers “skimmable”: short paragraphs, bullet lists, clear headings. Reviewers speed-read dozens per day. 7. Plan B ready: if asked about other tracks, politely reaffirm cyber as first choice but show flexibility for future upskill. 8. Save every confirmation email to a “O2O” folder—dead-simple audit trail when something “gets lost.” 9. Join VetSec or O2O Slack early and engage—staff notice active community members. 10. Treat screening as Day0 of the program—the habits you demonstrate now are the habits they expect later.