



Job Search Tracker Guide

How to Stay Focused, Organized, and Consistent While Pivoting Careers

1) SET A WEEKLY JOB SEARCH GOAL

Why It Matters

Applying to 20 jobs in one sitting leads to rushed, generic resumes.
Strategically applying to 3-5 roles per week, helps you move forward without burning out.

What To Do

- Choose 1-2 roles from your **Starter Guides** that align with your interests and skills.
- Review your Career Matches and **Skill Gap Self-Assessment** to guide your choices.
- Apply while you learn. Don't wait to feel "ready"; clarity comes through action.

2) TRACK EVERY APPLICATION

Why It Matters

It's easy to forget where you applied, what resume version you used, or when you need to follow up.
That's how good opportunities fall through the cracks

What To Do

Use a simple spreadsheet or tracker (e.g. Google Sheets or Excel). Track these columns:

- Job Title
- Company Name
- Link to Posting
- Date Applied
- Role Type (which Starter Guide or "bucket" it falls under)
- Resume Version Used
- Application Status (Applied, Interview, Rejected, Offered)
- Follow-Up Date
- Notes (Did someone reply? Do you need to tailor more next time?)

3) TAILOR YOUR RESUME FOR EACH APPLICATION

Why It Matters

A generic resume will get skipped.

A focused resume: headline, summary, and top bullets tailored to the job, shows you're serious.

Tip

One strong master resume per role type (e.g., operations, education, content) makes tailoring faster.

What To Do

- Use the Resume Checklist as your baseline.
- Start with a resume version that matches your chosen **Starter Guide**.
- Then make small, targeted edits:
 - Match your headline and summary to the role's keywords.
 - Reorder bullets to highlight leadership, systems thinking, or training.
 - Mirror the language in the job description, but only if it's true to your experience.

4) ALIGN YOUR LINKEDIN PROFILE

Why It Matters

Recruiters almost always check your LinkedIn after reading your resume. If the story doesn't match, it creates doubt.

What To Do

- Update your Headline and About section to reflect your pivot.
- Add skills relevant to your new target roles.
- Ask for 1-2 recommendations that highlight your transferable strengths (training, leadership, collaboration).
- Use the **LinkedIn Optimization Guide** to walk through the full update.

5) TREAT EVERY APPLICATION LIKE MARKET FEEDBACK

Why It Matters

Every result (yes or no) is a signal to test what resonates.

How It Helps

You stop spinning your wheels and start making smarter decisions

What To Do

- Which roles get views, callbacks, or interviews?
- Are certain **Starter Guide** roles consistently getting more traction?
- Do rejections mention skill gaps? Are the same skills missing from your resume or LinkedIn?
- Use your **Skill Gap Self-Assessment** to adjust your next steps.

FINAL TIPS

- Apply small, steady pressure.
- Use the tracker to follow up. A polite follow-up after 10-14 days can move you to the top of the pile.
- Revisit your **Starter Guides** and **Skill Gap Self-Assessment Tool** every few weeks. If your results are flat, your aim might be off.

WHAT THIS GUIDE IS FOR

This is your execution system to help put your strategy in motion. If this is done right, your tracker becomes a map of your progress. Stay organized and keep learning. The interviews will come.

Disclaimer

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