

DAY 4: MICRO-PROJECT TEMPLATES (10 Examples)

Alyssa Harper Pro Advice

Projects That Count As Experience

Template Structure: [Action Verb] + [What You Built] + [Quantified Impact]

- 1. Operations Efficiency** "Built internal automation that saved team 20 hours/month" **How:** Use Zapier/Make to connect 2-3 tools you already use
- 2. Data Dashboard** "Created analytics dashboard that improved decision-making speed 40%" **How:** Build in Google Data Studio or Excel with pivot tables
- 3. Onboarding System** "Designed onboarding process that reduced ramp-time from 6 weeks to 3" **How:** Document steps in Notion/Confluence with video walkthroughs
- 4. Customer Feedback Loop** "Implemented feedback system that increased NPS by 15 points" **How:** Create simple form + monthly review meetings
- 5. Cost Reduction Initiative** "Audited tools and cut software costs \$12K annually" **How:** Review all subscriptions, consolidate redundant tools
- 6. Process Documentation** "Documented 8 key workflows, enabling team to scale 50% faster" **How:** Screen record yourself doing tasks, add to knowledge base
- 7. Team Collaboration Tool** "Launched Slack workspace that reduced email volume 60%" **How:** Set up channels, integrate key apps, train team
- 8. Content Library** "Built resource hub with 50+ templates that increased productivity 30%" **How:** Collect best examples, organize in shared drive
- 9. Hiring Assessment** "Created candidate scoring system that improved hire quality 45%" **How:** Define rubric with key criteria, test on 5+ candidates
- 10. Training Program** "Developed 3-week training that got new hires productive in half the time" **How:** Break role into modules, create exercises for each

How to Add to Resume: Place under relevant job or create "Key Projects" section Use metrics wherever possible Link to GitHub/portfolio for proof

Want More?

This is Day 4 of our 10-day series.

Get all 10 days plus bonuses: -  Email: alyssaharperadvice@gmail.com -  TikTok: @alyssaharperadvice -  Dashboard: [Your Link Here]

Next Steps: 1. Implement today's advice 2. Share your results with us 3. Check out tomorrow's content

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