

Company Dossier v1 — Template

Created: 2025-09-01

This dossier is used to research and track prospective employers, ensuring alignment with career goals and portfolio assets.

■ Company Overview

- **Company Name:** [Insert]
- **Website:** [Insert]
- **Headquarters:** [Insert]
- **Industry / Sector:** [Insert]
- **Size / Employees:** [Insert]
- **Founded:** [Insert]

■ Business Profile

- **Core Services / Products:**

[Insert summary]

- **Key Clients / Partners:**

[Insert if relevant]

- **Recent News / Developments:**

[Insert 2–3 bullet points with citations if possible]

■ Role Fit

- **Relevant Job Titles:**

[Insert roles you would target]

- **Resume Variant(s) to Use:**

[Tech/IT v1, FacilitiesMaint v1, Hybrid v1]

- **Cover Letter Variant(s) to Use:**

[Tech/IT v1, FacilitiesMaint v1, Hybrid v1]

- **Project Sheets / One-Pagers to Attach:**

[HelloTech Highlights, Portfolio Highlights, Case Studies]

■ People & Culture

- **Key Leadership / Hiring Managers:**

[Insert names + LinkedIn if available]

- **Culture / Values Notes:**

[Insert insights from Glassdoor, news, etc.]

■ Networking & Outreach

- **Existing Connections:**

[Insert names, referrals]

- **Pipeline Notes:**

[Track conversations, referrals, recruiter contacts]

■ Next Actions

- **Immediate:** [Apply / Reach out / Research]

- **Follow-Up:** [Schedule call / Send portfolio]

- **Long-Term:** [Maintain networking tie / Explore future role]

■ Version Control

- **v1:** Template created 2025-09-01

- Update dossier for each company and save as:

`YYYYMMDD_CompanyName_Dossier_v1.md/pdf`