

Career Coach Resource Pack

ATS-Proof Resume Template

- Professional Summary
- Key Skills
- Work Experience
- Education & Certifications
- ATS-friendly formatting and keywords

LinkedIn Optimization Checklist

- Professional photo & custom URL
- Keyword-rich headline
- Strong About section
- Updated experience & skills
- Recommendations & portfolio items

90-Day Career Roadmap

Days 1–30: Resume, LinkedIn, portfolio, target companies

Days 31–60: Apply consistently, network, track applications

Days 61–90: Interview preparation, follow-ups, offer evaluation