

Action Steps & Table of Contents

Get Started	Module 1	
1.1 - Welcome & Introduction 1.2 - Watch Navigating Your Program Video	Module 4	Get Insider Help
		4.1 - Why Company Employees Will Help You 4.2 & 4.3 - How to Find Helpful Company
Find Job Openings	Module 2	Employees 4.4 - Choose the Best Insiders to Contact 4.5 - Contact Company
2.1 - Find Job Openings		Insiders
2.2 - Build A List Of Potential Employers		4.6 & 4.7 - Talk to
2.3 - Use LinkedIn to Find Appealing Companies		Company Insiders 4.8 – Thank Insiders for
2.4 - Set Up Job Search Alerts		Their Help
2.5 - Should I Apply?		
		Fly Past HR
		5.1 – Identify the Hiring Manager
Submit Your Application	Module 3	5.2 – Access their LinkedIn Profile
3.1 – Tailor Your Resume		5.3 – Get their Contact
3.2 – Write a Blockbuster Cover Letter		Information
3.3 – Best Practices		5.4 - Prepare Your Job
3.4 – Follow Up With Human Resources		Magnet Letter
		5.5 – Get Your Job Magnet Letter in the Hands of the

Hiring Manager