

Step 1

- [Read Defining Your Focus](#)
- [Defining Your Focus - Areas Of Focus Worksheet](#)
- [Defining your Focus - Industries of Interest Worksheet](#)

Step 2

- [Read What Makes you Great](#)
- [What Makes you Great - 5 Subjective Traits Worksheet](#)
- [What Makes you Great - List Objective Assets Worksheet](#)
- [What Makes you Great - Self-Assessment Worksheet](#)

Step 3

- [Read Communicate Your Value](#)
- [Communicate Your Value - Professional Summary Example/Template](#)
- [Communicate Your Value - Professional Resume Summary Examples](#)

Step 4

- [Read Conquer The Interview](#)
- [Conquer The Interview - Common Interview Questions Worksheet](#)
- [Conquer The Interview - Common Behavioral Questions Worksheet](#)
- [Conquer The Interview - What You Want To Communicate Worksheet](#)

Step 5

- [Read Networking](#)
- [Networking - Professional Networking Message Template](#)
- [Networking - Networking And Personal Contact Spreadsheet](#)

Step 6

- [Read Interview Follow-Up](#)
- Interview Follow-Up - [Email Follow-Up Template](#)
- Interview Follow-Up - [Email Check-in Template](#)

Step 7

- [Read Negotiating The Offer](#)
- Negotiating The Offer - [Components To Negotiate](#)
- Negotiating The Offer - [Create A Counteroffer](#)

Additional Resources

- [Chronological Resume](#)
- [Functional Resume](#)
- [Cover Letter Template](#)
- [Personal References Template](#)