One role. A clear starting point.

Use a fresh copy for each application. Keep your master resume unchanged and work from facts you can support. Nothing you write here is sent to JobCoach automatically.

Employer, original job URL, role title, and job ID

Date checked, stated deadline, and application instructions

Working arrangement, location, hours, and practical requirements

Why I want this work and the contribution I can make

Approved resume version / filenames and facts I still need to check

Before sharing with AI: remove confidential employer information and unnecessary identifiers. Review the provider's data settings. Never include passwords.

Match the work to your evidence.

For three important requirements, record a real example. A partial match or unknown stays visible; AI must not fill the gap with an invented skill or result.

1. Requirement / example / source in my materials

My action and supported result / supported, partial, or unknown

2. Requirement / example / source in my materials

My action and supported result / supported, partial, or unknown

3. Requirement / example / source in my materials

My action and supported result / supported, partial, or unknown

Cover-letter plan: choose one honest reason for the role and two examples from this page. Describe actual actions and outcomes; do not invent percentages or employer facts.

Prepare the answers before the form.

Copy the exact question, answer choices, and word or character limit. Keep the facts behind each answer available for your final review.

1. Exact question and limit

My answer and its supporting evidence

Final count and anything still unknown

2. Exact question and limit

My answer and its supporting evidence

Final count and anything still unknown

Answer eligibility, work authorization, sponsorship, salary, availability, consent, and optional personal disclosures yourself. Do not let AI infer them. Complete assessments that require your own work yourself.

Review. Approve. Confirm.

A filled draft or a click on Submit is not proof of receipt. Review the exact application before sending it yourself or authorizing a supported browser assistant.

- ☐ Correct employer, role, job ID, and verified application URL.
- ☐ Claims, titles, dates, skills, and results are accurate.
- ☐ Correct resume and cover-letter files; final exports opened and checked.
- ☐ All required answers reviewed; no placeholders remain.
- ☐ Personal choices, consent, eligibility, and attestations reviewed by me.
- ☐ Employer instructions and AI-use rules followed.
- ☐ Exact final application approved before submission.
- ☐ Confirmation observed, or status explicitly marked unconfirmed.

Submission date / visible confirmation or reference

Saved versions / next action and date

If the result is unclear, check the portal before retrying. Do not create duplicate applications to resolve uncertainty. A receipt is not an interview or job offer.

Turn evidence into an interview story.

Choose a real example you can explain in your own words. Clearly label school, volunteering, and practice projects. Use a qualitative outcome when no reliable number exists.

Target question / job responsibility

Situation and my actual role

My action, why I chose it, and the result I can support

What I learned / connection to this role

My 60-second introduction / an honest learning gap

A response about scope, age, or retirement / two questions to ask

Review your week. Choose a next step.

Track confirmed actions separately from plans. Resize your routine to fit your available time and change one part of the process at a time.

My available time and intended tasks this week

Confirmed applications / unconfirmed applications / replies / interviews

Where I got stuck / one change to try / next action and date

One application or interview I would bring to a coaching review

Questions I want help answering

Optional coaching: the existing $350 session includes a 90-minute working session and a 30-minute follow-up. A free 15-minute fit call is available first. No hiring outcome is guaranteed.

Session details: jobcoach.cc/work-with-ashley/

Open the visual guide and copyable prompts | Career-stage guides