YOUR ROADMAP

ACCLAIM at a Glance

Seven steps, one chapter each. Rate yourself today from 1 (not started) to 5 (nailed it). Come back and rate yourself again when you finish the book.

Step	What you will do	Ch.	Today	After
A Assess	Decide what you want and what you are worth	5		
C Clarify	Build the one sentence a recruiter uses to sell you	6		
C Craft	Rebuild your resume to beat the ATS and win the glance	7		
L LinkedIn	Get found by the people already searching	8		
A Ace	Win the interview like a sales call	9		
I Influence	Negotiate the offer	10		
M Momentum	Keep going through the long search	11		

MY STARTING RESUME SCORE (CHAPTER 2)

THE ROLE I AM GOING AFTER

THE DATE I STARTED THIS BOOK

ACCLAIM Method by Kelly Dockrell Brown. Free to print for your own job search.

WORKSHEET

My Proof Numbers

Write down the five to 10 numbers that prove you are good at your job. Say each one out loud until it comes easily.

The number	What it proves

MY ANSWER TO THE MONEY QUESTION

ACCLAIM Method by Kelly Dockrell Brown, Chapter 3. Free to print for your own job search.

WORKSHEET

What I Actually Want

Rank these from one to six. Be honest, not aspirational.

Rank	Priority	Why it matters to me right now
	Work-life balance	
	Growth	
	Culture	
	Advancement	
	Commute and location	
	Compensation	

MY MARKET CHECK

Posting or company	Pay range	Location

GOVERNMENT WAGE DATA RANGE FOR MY ROLE AND METRO (BLS OR CAREERONESTOP)

LAST SUNDAY NIGHT, I FELT

WORKSHEET

My Recruiter Pitch

Fill in each piece, then put them together in one sentence. If it takes more than about 15 seconds to say, cut it.

SCOPE: HOW BIG IS WHAT I HANDLE?

PROOF: THE NUMBER THAT SHOWS I AM GOOD AT IT

CREDIBILITY: WHERE, OR HOW LONG

ONE TRAIT I HAVE EARNED

MY PITCH

☐ I said it out loud in 15 seconds or less. ☐ It is on my resume summary. ☐ It is in my LinkedIn headline.

ACCLAIM Method by Kelly Dockrell Brown, Chapter 6. Free to print for your own job search.

WORKSHEET

Resume Score Tracker

Score every version against the job you are going after at app.acclaimrecruiters.com/book/score. Watch the number climb.

Date	Target role	Score	Top fix to make next

THREE BULLETS, REBUILT

Action word + what you did + a number + the result.

Before	After

WORKSHEET

LinkedIn Profile Checklist

Work through it section by section, then search for your target title and city the way a recruiter would.

- ☐ Professional photo: good lighting, plain background, dressed for the role
- ☐ Headline: my Chapter 6 pitch, shortened, with the keywords a recruiter would type
- ☐ About: three short paragraphs, first person, with numbers
- ☐ Experience: matches my resume, current, strongest bullets with numbers
- ☐ Skills: the systems and tools from my target postings, top ones pinned
- ☐ Licenses and certifications: every one, by its exact name
- ☐ Location: set to where I want to work
- ☐ Open to Work: set to recruiters only
- ☐ Banner image that says what I do
- ☐ I searched my target title and city, and I show up

CONNECTION REQUESTS THIS WEEK

Name	Company and title	Why we should connect	Yes?

WORKSHEET

Interview Prep Sheet

Fill this out the night before. Every interview is a sales call, so know your product: you.

COMPANY

ROLE

WHO I AM MEETING, AND THEIR TITLE

WHAT WE HAVE IN COMMON (SCHOOL, CITY, TEAM, PAST COMPANY)

MY PITCH

THREE STORIES, EACH WITH A NUMBER

THREE QUESTIONS I WILL ASK

HOW I WILL CLOSE

☐ Outfit ready ☐ Route and parking checked ☐ Thank-you note sent the same day

ACCLAIM Method by Kelly Dockrell Brown, Chapter 9. Free to print for your own job search.

WORKSHEET

Offer Comparison

Lay offers side by side before you decide. Remember, everything is negotiable.

	Current job	Offer A	Offer B
Base pay			
Bonus or commission			
Benefits			
Paid time off			
Schedule and hours			
Commute or remote			
Title and growth path			
Culture and boss			
Start date			
My top priority (Ch. 5)			
Gut check			

WHAT I WILL ASK FOR, AND THE WORDS I WILL USE

ACCLAIM Method by Kelly Dockrell Brown, Chapter 10. Free to print for your own job search.

WORKSHEET

Application and Outreach Tracker

Log every application and every message. Follow up politely on anything that has gone quiet.

Date	Company	Role	Contact	Next step	Follow up by

WORKSHEET

Application and Outreach Tracker, continued

Date	Company	Role	Contact	Next step	Follow up by

WORKSHEET

My Weekly Momentum Check

Check off each day. Copy this page, or keep a running tally in the margin.

Day	Focus	Wk 1	Wk 2	Wk 3	Wk 4
Mon	Plan the week: pick five roles or companies, tailor for each	☐	☐	☐	☐
Tue	Apply and reach out to a recruiter or hiring manager	☐	☐	☐	☐
Wed	Grow my network with targeted connection requests	☐	☐	☐	☐
Thu	Be visible: post or comment, and follow up	☐	☐	☐	☐
Fri	Sharpen: practice my pitch, review what worked	☐	☐	☐	☐

ONE WIN THIS WEEK, NO MATTER HOW SMALL

WORKSHEET

My Next Move Plan

For military families and anyone whose career moves with their life.

WHERE WE ARE GOING, AND WHEN

CAREERS AND COMPANIES THAT TRAVEL WELL FOR ME

PROGRAMS I WILL LOOK INTO (SKILLBRIDGE, SPOUSEWORKS, MSEP, AND OTHERS IN THIS CHAPTER)

PEOPLE I WILL REACH OUT TO BEFORE WE MOVE

WHAT I WILL SAY ABOUT MY GAPS OR MOVES, IN ONE CONFIDENT SENTENCE

ACCLAIM Method by Kelly Dockrell Brown, Chapter 12. Free to print for your own job search.