



Resource Handbook

Path

Whether you are trying to find employment or start a business all goals work faster with one thing. Capital. That is just business jargon for cash.

Defining expenses and locating consistent income is the key step for moving forward. In this booklet we outline the steps we have found and one of our founders used, to start their first business.

Step By Step

We outline these steps like so

- Path - Defining goals and first steps
- Preparation - Finding ways to present value to prospective employers / partners
- Resume - Tips and tricks for preparing a high value, professional resume no matter how much experience you have
- Outreach - From door knocking, classifieds, interviews and email etiquette, getting your name in the right conversations is a huge step.

Preparation

In preparing for success presentation is huge. I used a few free and very low cost resources to keep my head above water when first starting out.

- Free gym trials (shower, a/c, place to shave) Always be overly courteous and considerate when using facilities, clean presence shows a orderly personality
- Dollar stores (\$1 razors, shampoo, deodorant, cologne) What employers see, smell and hear during first impressions is a huge deciding factor as how much value you bring to there organization.
- Thrift stores (Collared Polo Shirt \$3.95, Khaki Pants \$4.95, Brown or Black Dress Shoes \$6.95) Save up \$15.95 and get access a greater level of professionalism and respect. Tucked in with a belt, slim fit not overly baggy are common place in most business environments.
- Libraries (Get a library card and stay on good terms with library staff, this is a huge resource for research, resume printing and building)

Resume

In this section are some tips and resources for resume building.

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Go to the library, open a Gmail account (with a professional username) and go to Google Docs. Using this allows you to access your info from any computer that has wifi. On the first page there are free templates for resumes, which you can edit extensively.

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Use your **full name, email and contact number** if you have one, if you don't have access to cellular service there are websites like <https://textfree.us> that give you a phone number that you can use from a computer or phone with just wifi. At the top write a short paragraph about yourself and your goals with this job. Below list some examples of work you have done in the past.

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If you don't have much experience, be open to new positions, willing to listen and patient with new difficult jobs. Also list all tools, software and licensing you have experience with.

Outreach

You have built your resume and saved it on Google Docs as a .pdf. Now build a routine of sending that out every day.

- Indeed.com, Careerbuilder.com, Monster.com are all good resources for job search
- Craigslist.com has a job section as well. The gig section is a good place to start for short term work to raise capital to fund your other efforts.
- Respond quickly, using professional grammar, so they know to treat you as the high value individual you are. We will leave the slang and abbreviations to the kids.
- Routine is number #1, get clean, get dressed, send out resumes, respond to calls and emails and set up interviews. Even after your first two weeks you are already raising capital and gaining experience so that your next position pays more and offers more opportunity for growth.

Resources

This final page is for all links mentioned and many more you will find useful now and moving forward. Take this actionable advice and don't let another day pass where you aren't closer to your goals.

- **Job Search** - <https://www.indeed.com>, <https://www.monster.com>, <https://www.ziprecruiter.com>
- **Resume Building** - <https://resumegenius.com>, <https://zety.com>, <https://bizfluent.com>
- **Tools** - <https://mail.google.com>, <https://docs.google.com>, <https://textfree.us>, <https://www.textnow.com>
- **Top Reading Your Library May Have** - How to Win Friends and Influence People by Dale Carnegie,
- Who Moved My Cheese? By Spencer Johnson
- Rich Dad, Poor Dad by Robert Kiyosaki
- The 4-Hour Workweek by Timothy Ferriss