



# Job Jumpstart Workbook

*AUWCL Alumni Association Webinar  
March 13, 2025*

**LAWYERbff**





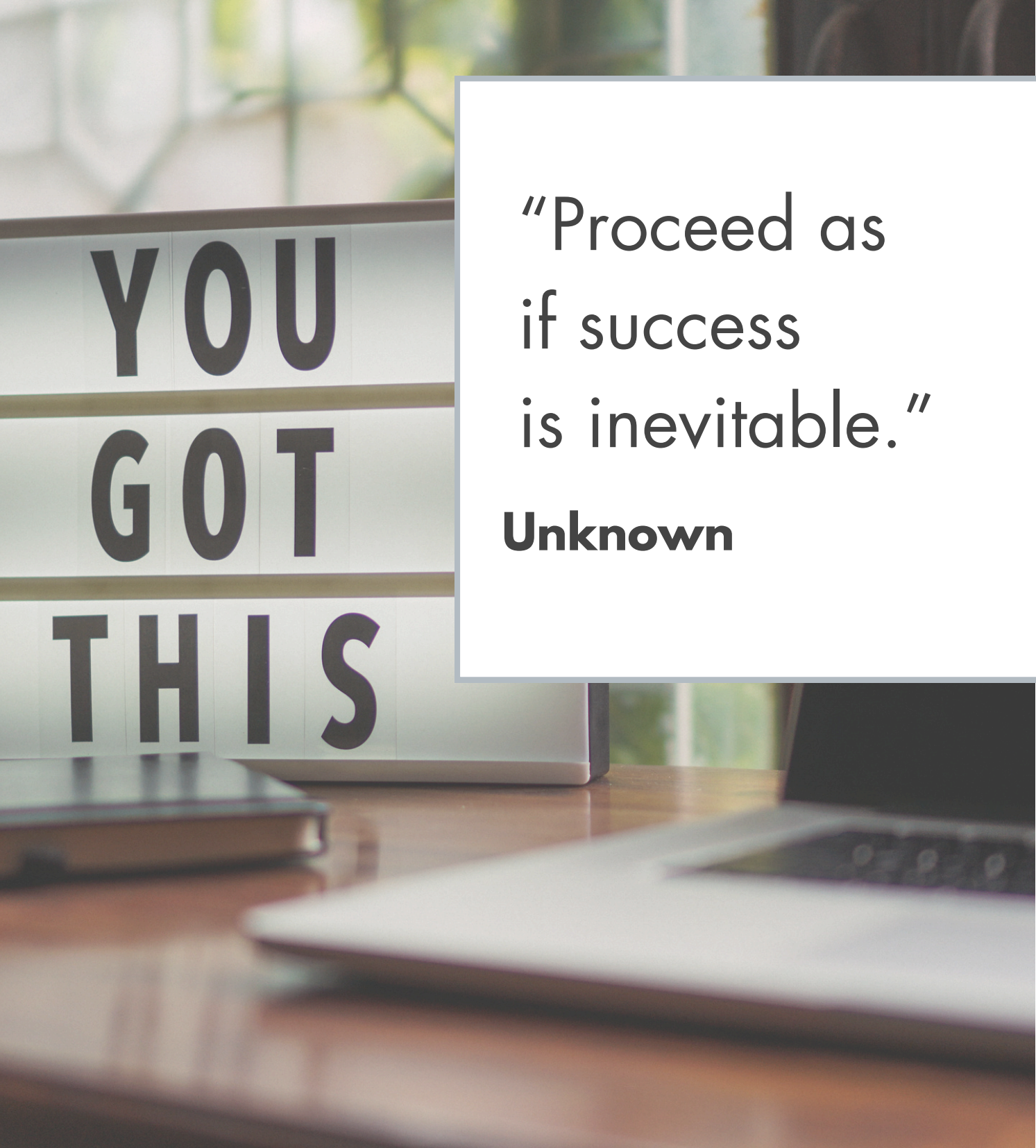
**This workbook belongs to:**

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**LAWYERbff**



“Proceed as  
if success  
is inevitable.”

**Unknown**

# How to Use This Workbook

1



DO SOMETHING  
EVERY DAY  
**Stay in Motion  
& Build  
Momentum.**



Connect

**Make New  
Professional  
Friends.**

2

Roll Up Your  
Sleeves

**Design Your  
Power Hours.**



3



Practice

**Use Words  
That Inspire  
You**



5

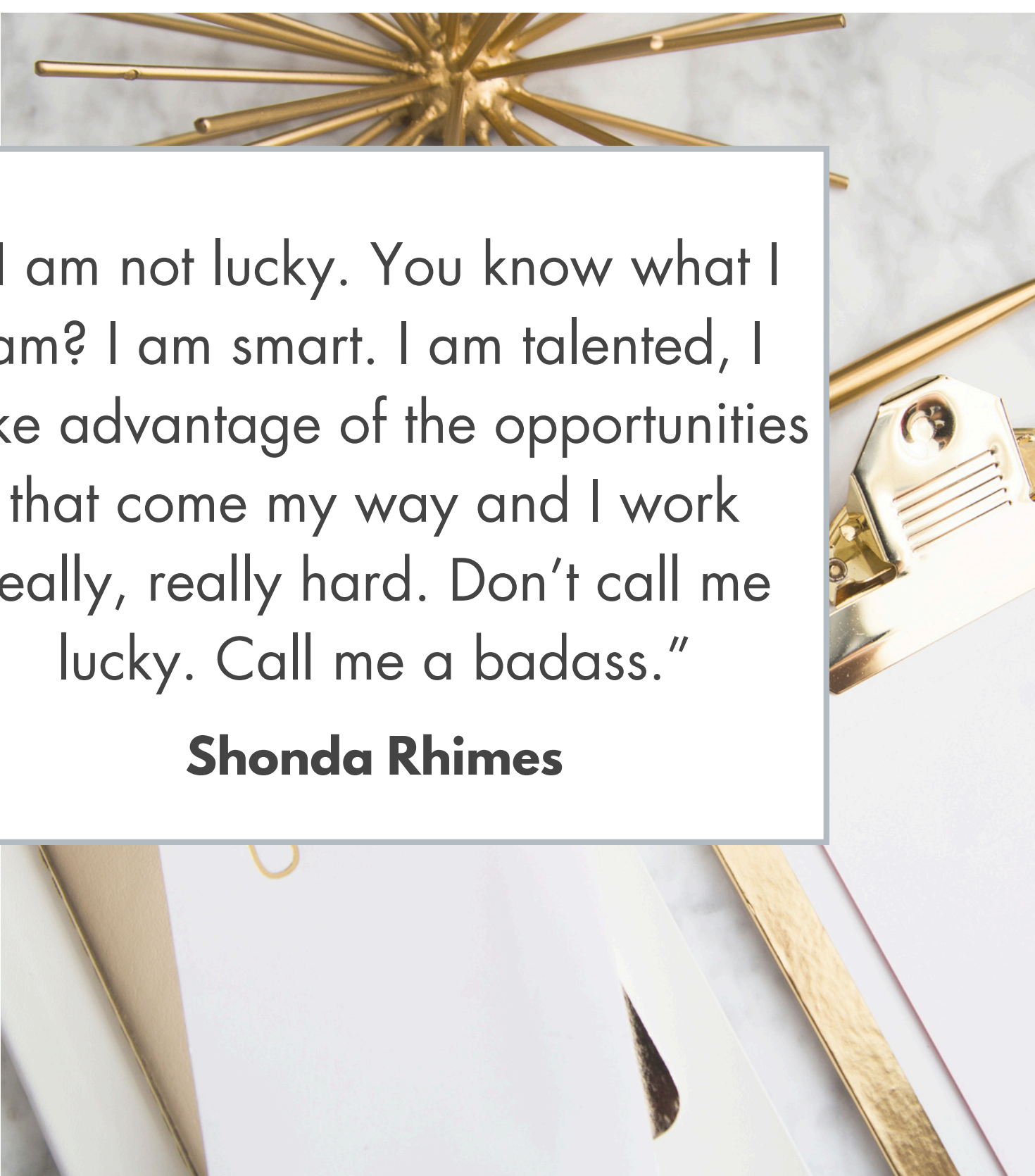
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Daily LSD

**+ Laugh  
+ Sing  
+ Dance**



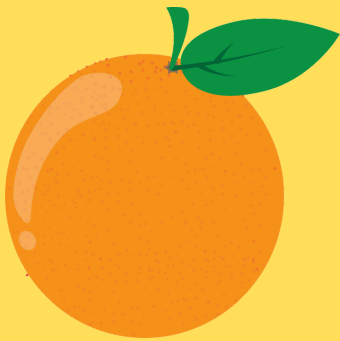


“I am not lucky. You know what I am? I am smart. I am talented, I take advantage of the opportunities that come my way and I work really, really hard. Don’t call me lucky. Call me a badass.”

**Shonda Rhimes**



**Mission**



**Goal**



**Project**



**Task**



# Job Assets

## Checklist



**Signature Statements**

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**Resume - one page**

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**Resume - expanded**

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**LinkedIn profile**

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**Writing samples**

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**References**

---

**Cover letter/email note drafts**


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**“Give me six hours to chop down a tree  
and I will spend the first four  
sharpening the axe.”**

**Abraham Lincoln**

# LinkedIn

## Checklist

- 
- Professional-looking headshot

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  - Compelling title

---

  - “About” section - bulleted

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  - Privacy settings (incl. profile viewing options)

---

  - “Featured” section

---

  - Connect with a personal note before & after

---

  - Engage - have conversations, make people feel good

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**“People do not buy goods and services.  
They buy relationships, stories, and magic.”**

**Seth Godin**



# Your Signature Statements



Use this space to capture everything that defines your excellence—your skills, who you serve, and why you love what you do. Write freely and thoroughly. From this foundation, you can craft compelling signature statements for resumes, cover letters, LinkedIn, interviews, and beyond.

# Signature Statement Lexicon

The words you use to describe yourself and communicate your superpowers shape both how others perceive you and how you see yourself. Energetic, confident language helps you stand out—whether in a résumé, an elevator pitch, or a conversation about your skills. This list offers bold, impactful words to help you showcase your strengths and take pride in who you are and what you do. Circle the ones that resonate, inspire, and seem **fun** to you and begin weaving them into your job search assets and daily life.

Elite	Generous	Powerhouse	Edgy
Bold	Magnanimous	Prestigious	Evolved
Precise	Eloquent	Superior	Regal
Visionary	Powerful	Authority	Unstoppable
Influential	Magnetic	Unshakable	Potent
Resilient	Impactful	Dominant	Fearless
Persuasive	Mastermind	Fierce	Distinctive
Authority	Trailblazing	Masterful	Relentless
Agile	Dynamic	Enduring	Supreme
Innovative	Disruptor	Memorable	Audacious
Charismatic	Leader	Gamechanger	Titan
Statesperson	Courageous	Magnificent	Winner
Forthright	Perceptive	Supreme	Champion
Straight-shooter	Determined	Rock star	Collaborator
Poised	Hustler	Legendary	Teacher
Commanding	Brave	Glorious	Mentor
Fearless	Ferocious	Opulent	Luminary
Tenacious	Unconventional	<b>ADD YOUR OWN:</b>	
Strategic	Entrepreneurial		
Dominant	Artistic		
Brilliant	Energetic		
Grounded	Decisive		
Assertive			



**Let Words Create Your World**

## Job Jumpstart

# Action Brainstorm

Consider all the ways you can create opportunities for yourself, fill holes (if any) in your resume, and increase your value. Be creative and think beyond the obvious. Explore education, leadership roles, writing, skill-building, networking, volunteering, and continuing legal education (CLEs).

### Two action steps you'll take **today**:

1. \_\_\_\_\_
2. \_\_\_\_\_



One brainstorming hack is to jot down the WEIRDEST and DUMBEST ideas you can think of. This helps you let go of the pressure to come up with what's "right" or "best." Plus, it can end up being pretty hilarious.

## Job Jumpstart

# Network Brainstorm

Your network is likely much larger than you realize! Think about all the different groups of people you've connected with over the years—many of them would be happy to hear from you. Consider reaching out to people from:

- School: High school, college, law school, professors, alumni groups
- Work: Current and former colleagues, mentors, supervisors, clients
- Bar Associations: Local, state, and national organizations, committees, CLE events
- Networking Groups: Industry groups, professional organizations, mastermind circles
- Alumni Associations: University and law school alumni networks, affinity groups
- LinkedIn Connections
- Community Groups: Religious organizations, volunteer groups, social clubs
- Pro Bono Work: Fellow volunteers, nonprofit partners, legal aid colleagues
- Parent-Related Organizations: School parent groups, PTA, extracurricular activities

**Three people you'll connect with today:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Stay Upbeat, Stay Ready



# Feel-Good Factors

01	What are the <b>silliest things</b> that you love to do?
02	What activities and items bring you <b>comfort</b> ?
03	What activities make you feel like a <b>badass</b> ?
04	What music or activities make you feel most <b>energized</b> ?
05	What do you do for daily <b>wellness and self-care</b> ?
06	What <b>film, music, and book</b> would you take to a desert island?
07	What <b>wonderful friends</b> do you want to reconnect with?

What is the most **gloriously outrageous** thing you've ever done?



# Why I'm Fabulous



Start writing down 2-3 things you do each day that are truly fabulous—not just okay or sufficient, but standout moments. It could be something related to your work, how you helped someone, what you wore, that you made it to the gym, or even just out of bed. This is your list, based on what you think, not anyone else. Notice how writing this down makes you feel.

**Bonus: *this exercise is the antidote to imposter syndrome.***

<b>MONDAY</b>	<b>TUESDAY</b>
<b>WEDNESDAY</b>	<b>THURSDAY</b>
<b>FRIDAY</b>	<b>SATURDAY/SUNDAY</b>

## Job Jumpstart

# Mindset Reset

# 1



### Become a Better Rider

Emotions are driven by the horse, how we react to what gets thrown our way is controlled by the rider. Notice how fear is driven by the horse, action plans by riders. The secret to success is learning how to become a better rider.

# 2



### Do Three Pushups

Get back in the game by changing your physiology in a powerful way. Drop and do three pushups ... or even against a wall ... and notice your power come back.

# 3



### LSD Every Day

**Laugh**  
**Sing**  
**Dance**

"We don't sing because we're happy, we're happy because we sing" - William James

# 4



### Who Can You Help?

When we're feeling down, lifting someone else up can be the best way to feel better ourselves.

"If you want to lift yourself up, lift up someone else." Booker T. Washington

# Worry Antidote Gratitude

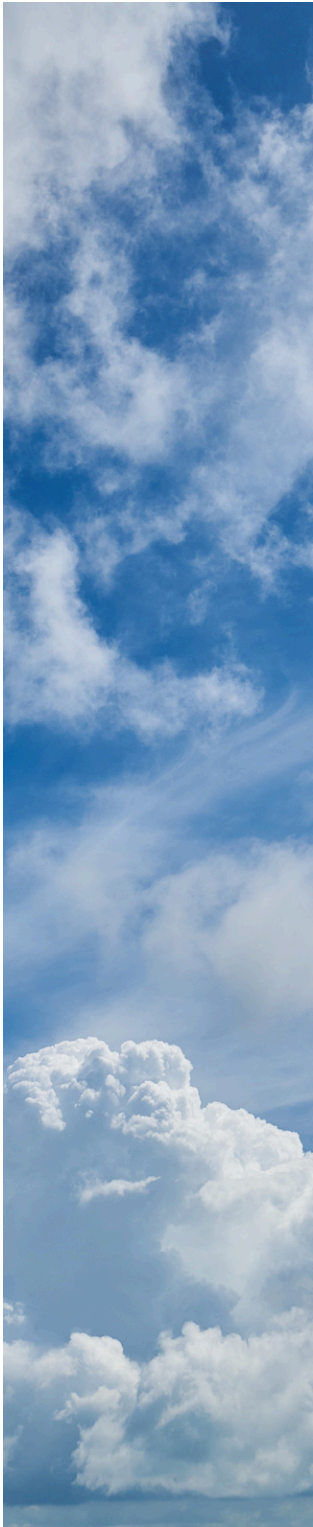


Noticing what you're grateful for helps you focus on what's good instead of what's wrong. It calms your mind and makes worries feel smaller. Write down all the things - from big to small - that you're grateful for as you sit here right now.

**Recognizing what you're grateful for snaps you back to the present moment.**



# Your Desire List

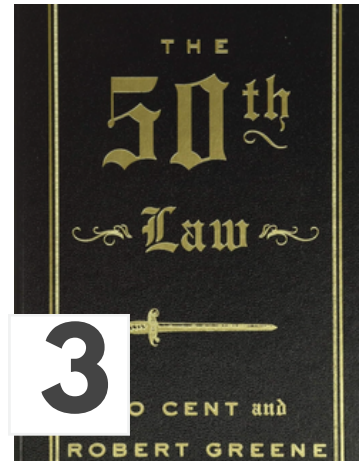
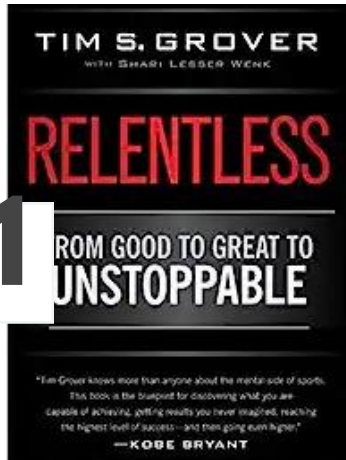


Write down all the things you want in your career's next steps and in your big beautiful life. Identify what you **want**, not just what you think you *can* have (they can be very different!). Be bold, creative, dream a little!

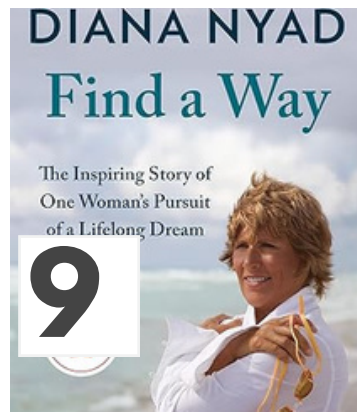
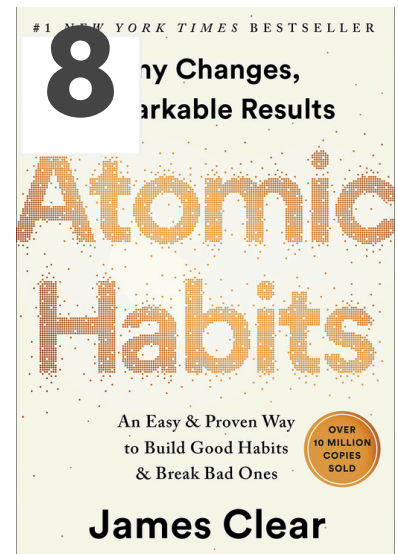
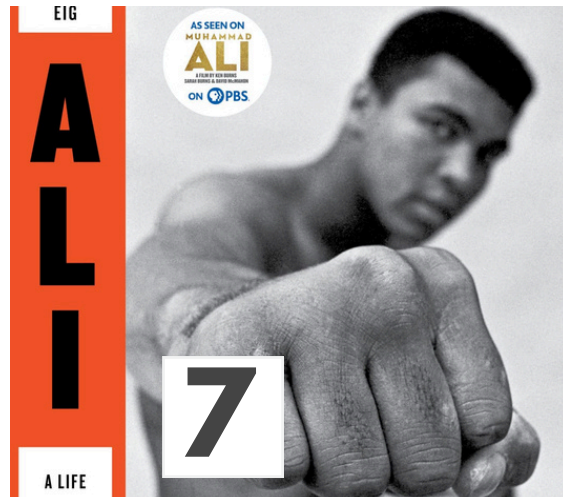
**"Without leaps of imagination or dreaming, we lose the excitement of possibilities. Dreaming, after all, is a form of planning." Gloria Steinem**

# Recommended Resources





# Resources











# Thank You!



From one WCL graduate to another, I wish you all the best in your journey ahead. Remember, you're a **STAR**, and the right opportunities will find you at the right time.

I hope you find the exercises in this workbook supportive and creative.

If you're looking for personalized support, I offer one-on-one coaching, and I'm excited to launch digital courses in 2025. These include an expanded "Job Jumpstart" course and "The Seven Essentials," which distills 30 years of my experience into seven powerful career-building elements.

Let's stay connected! Reach out directly at [Marianne@lawyerbff.com](mailto:Marianne@lawyerbff.com), follow what's going on at Lawyer BFF by signing up for the newsletter, and find me lurking on LinkedIn and beyond.

With love and appreciation -

*Marianne*

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