

LEADERS IN TRANSITION · START HERE

Your First 14 Days After a Layoff

Being laid off is disorienting — but the leaders who get back to market fastest treat the next two weeks as a disciplined sprint, not a scramble. This is that sprint.

One rule sits above all the others: **the résumé comes first**. Until it is sharp and quantified, you have nothing to put in front of a contact, a recruiter, or a hiring board — so every other move stalls. Build it before you knock on a single door.

Tip: the asset names below are links — open this PDF from the Leaders in Transition folder and click through to each guide.

THE ONE RULE

Résumé first. Networking, LinkedIn, recruiters, and interviews all depend on having a crisp, numbers-led résumé ready to send. Two focused days here unlock everything downstream — skip it and you'll spread yourself thin with nothing to show.

THE 14-DAY SPRINT

01 Stabilize — Day 0–1

- Read your severance and benefits paperwork; note key dates and your health-coverage (COBRA) options.
- Map your personal runway — how many months you have — so you can search from a position of calm, not panic.
- Tell a small circle of trusted people. Then switch into sprint mode.

02 Build Your Résumé — FIRST — Day 1–3

- Block two focused days. This is the priority; nothing else goes out until it's done. Use [The Executive Resume Guide](#).
- Write every achievement in X-Y-Z form — action, metric change, business impact — with real stats and figures.
- If you use AI, make it keep your numbers. Its instinct is to generalize; your individual, quantified impact is the whole point. (See the AI prompt inside the Résumé Guide.)
- Build one strong master résumé you can quickly tailor to each role.

03 Align Your LinkedIn — Day 3

- Mirror your new résumé: headline, About, and role bullets should tell the same quantified story.
- Turn on 'Open to Work' (recruiters-only) so executive search can find you.
- Make sure your profile is reachable — a current email or way to contact you.

04 Prime Your Network — Day 3–4

- Export your LinkedIn connections and build a target list (use [How to Network for a Job](#) + the [Networking Tracker](#)).
- Mark your strongest relationships and the people you've genuinely enjoyed working with.
- Draft the short, warm outreach message you'll personalize.

05 Run the Outreach Engine — Day 4–14

- Reach out to ~15 people per day until you run out of contacts; log every one in the tracker.
- Take the calls: reconnect, ask for advice (not a job), ask to be kept in mind, and trade contact details.
- Send a thank-you after every conversation; review your notes weekly for patterns.

06 Prepare to Convert — Ongoing

- As conversations turn into interviews, prep with [How to Differentiate Yourself as a Leader](#).
- Have three or four quantified stories ready that prove business impact.

07 At the Offer

- Vet the employer's runway and health with [Assess Your Employer: Financial Due Diligence](#) — don't land somewhere that lays off again.
- Anchor on [CMC Compensation Data](#) and size your ask with [Negotiate Your Sign-On Like a Headhunter](#) + the [Sign-On Calculator](#).

08 If the Search Runs Long

- Consider a consulting or fractional bridge for income and momentum — see the [New Consultants](#) set (LLC + rate-setting).

YOUR DAILY CADENCE (AFTER THE RÉSUMÉ IS DONE)

Morning: 15 outreach messages and any follow-ups. Midday: take calls and interviews. Afternoon: log every conversation, send thank-yous, and tailor your résumé to live opportunities. Protect this rhythm — consistency beats intensity.

THE TOOLKIT, IN ORDER OF USE

01 The Executive Resume Guide

Start here. The foundation everything else depends on — now with an AI prompt built in.

03 How to Network for a Job

Your fastest channel back to market — plus the [Networking Tracker](#).

02 How to Differentiate Yourself as a Leader

Interview-day edge once conversations convert.

04 Assess Your Employer: Financial Due Diligence

Vet the next employer before you say yes.

05 CMC Compensation Data

Benchmark your package.

06 Negotiate Your Sign-On Like a Headhunter

Size and justify your ask — with the [Sign-On Calculator](#).

07 The First 90 Days

Land well once you've accepted.

PHASE 3 · CAREER COACHING

Just been laid off and want to move fast?

Phase 3 Search works with biotech leaders in transition every week. Get your résumé sharp, then let's talk — we may know where the next role is before it's posted.

[Explore Phase 3 Career Coaching →](#)

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