

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 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 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 calm, not panic. - Tell a small circle of trusted people. Then switch into sprint mode.

01b — Own Your Story · Day 1–2 (in parallel) Before you talk to anyone, settle three things so your narrative stays calm and consistent: - **The exit line.** One clean, non-defensive sentence on why you left ("The company restructured and my function was consolidated" / "A pipeline reprioritization eliminated the role"). Say it the same way every time. Never editorialize about the former employer. - **Your references.** Line up 2–3 people who'll speak to your impact, and tell them what you're targeting so they advocate specifically. - **Your head.** A layoff is a market event, not a verdict on you — strong leaders are let go in every downturn. Protect your confidence; it shows in interviews.

02 — Build Your Résumé (FIRST) · Day 1–3 - Block two focused days. 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. - If you use AI, make it keep your numbers. Its instinct is to generalize; your 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 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 - Work your strongest 15 relationships first, properly personalized, before widening the net. Log every one in the tracker. - Take the calls: reconnect, ask for advice (not a job), ask to be kept in mind, trade contact details. - Send a thank-you after every conversation; review 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 - Considering a fractional or consulting bridge for income and momentum? Ask us for the New Consultants guide (LLC setup + rate-setting) — ph3.bio/contact.

Your daily cadence (after the résumé is done)

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

The toolkit, in order of use

1. **The Executive Resume Guide.** Start here. The foundation everything depends on — now with an AI prompt built in.
2. **How to Network for a Job.** Your fastest channel back to market — plus the *Networking Tracker*.
3. **How to Differentiate Yourself as a Leader.** Interview-day edge once conversations convert.
4. **Assess Your Employer: Financial Due Diligence.** Vet the next employer before you say yes.
5. **CMC Compensation Data.** Benchmark your package.
6. **Negotiate Your Sign-On Like a Headhunter.** Size and justify your ask — with the *Sign-On Calculator*.
7. **The First 90 Days.** Land well once you've accepted.
8. **How to Use AI in Your Job Search.** A force-multiplier across every step above — used well, and with the guardrails.

Just been laid off and want to move fast? This pack is the method — what it can't give you is the map: which biotech boards are quietly replacing a leader this quarter, and which roles aren't posted yet. Get your résumé sharp, then let's talk. [Talk to Phase 3 → ph3.bio/contact](https://ph3.bio/contact)

