

Implementation Guide

How to apply the 6 keywords to YOUR resume, right now

Step 1 – The Keyword Audit (15 minutes)

Print this or open in a document. For each keyword below, rate yourself 1–5:

- 1 = I have no evidence of this
- 5 = I have multiple strong examples

Keyword	Rating (1–5)	On Resume? (Y/N)
Async Communication		
Ownership		
Cross-Functional Collaboration		
Stakeholder Management		
Documentation-Driven		
Self-Starter (with proof)		

If you rated 3+ but it's not on your resume: that's your quick win. You have the experience, you just need to communicate it.

Step 2 — The Rewrite (Pick One Keyword to Start)

Choose the keyword with the highest rating that isn't on your resume yet.

For: Async Communication

BEFORE → What candidates write:

Managed remote team. Strong communication skills.

AFTER → What works

Led async-first team across 4 time zones; created daily Loom standups and Notion documentation that reduced meeting time by 70% while improving project clarity.

TEMPLATE

Led [team size] across [# time zones] using [specific async tool: Loom / Notion / Confluence]; [quantified outcome] through [specific practice: documentation / async standups / written updates].

YOUR TURN — WRITE IT

Team / situation: _____

Time zones: _____

Async tool used: _____

Outcome (quantified): _____

Specific practice: _____

For: Ownership

BEFORE → What candidates write

Responsible for project management.

AFTER → What works

Identified gap in engineering onboarding process; took ownership of creating wiki and best practices documentation; reduced new hire time-to-productivity from 4 weeks to 2 weeks.

TEMPLATE

Took ownership of [problem / gap / process]; [action taken]; [quantified result] without being asked.

YOUR TURN — WRITE IT

Problem I identified: _____

Action I took: _____

Measurable result: _____

Proof (numbers / metrics): _____

For: Cross-Functional Collaboration

BEFORE → What candidates write

Worked with multiple teams.

AFTER → What works

Coordinated across engineering, product, and design teams to launch feature; aligned competing priorities and shipped 2 weeks ahead of schedule despite conflicting timelines.

TEMPLATE

Coordinated across [# teams] with [competing priorities]; [specific action];
resulted in [outcome].

YOUR TURN — WRITE IT

Teams involved: _____

What was conflicting: _____

How you aligned them: _____

Result: _____

For: Stakeholder Management

BEFORE → What candidates write
Managed stakeholders effectively.

AFTER → What works

Navigated competing priorities from 4 stakeholder groups (engineering, product, sales, finance); created shared alignment doc; drove \$2M feature launch by negotiating scope and timeline.

TEMPLATE

Managed [# stakeholders] with [competing priorities]; communicated through
[specific tool / method]; [outcome].

YOUR TURN — WRITE IT

Who were the stakeholders: _____

What were competing needs: _____

How did you communicate: _____

What was the result: _____

For: Documentation-Driven

BEFORE → What candidates write

Good at documentation.

AFTER → What works

Created comprehensive Confluence wiki documenting 25+ processes; new hires onboard 60% faster; reduced support tickets by 15% as customers self-serve.

TEMPLATE

Created [documentation type] in [tool] documenting [# items / processes]; [measurable impact].

YOUR TURN — WRITE IT

What did you document: _____

Where (tool): _____

How much: _____

What improved: _____

By how much: _____

For: Self-Starter (With Proof)

BEFORE → What candidates write

Self-starter, takes initiative.

AFTER → What works

Identified need for product team mentorship program; created structure, recruited mentors, and launched program that now supports 6 active mentorships — without being asked.

TEMPLATE

Identified [gap / need]; designed [solution]; implemented [result] — without being asked / prompting from manager.

YOUR TURN — WRITE IT

What gap / need did you see: _____

What solution did you create: _____

How many people benefited: _____

Any measurable outcome: _____

Step 3 — The Job-Specific Match (Do This For EACH Application)

For every remote job you apply to, do this in 2 minutes:

- Copy job description into a Google Doc
- Search for: “async,” “documentation,” “ownership,” “stakeholder,” “cross-functional”
- Check your resume, do these words (or close synonyms) appear? Where Are they proven with examples or just buzzwords?

Step 4 — The LinkedIn Update

For every remote job you apply to, do this in 2 minutes:

BEFORE → What candidates write

Marketing Manager at [Company] | Digital Marketing

AFTER → What works

Marketing Manager | Async-First Communication | Leading Distributed Teams | Remote

Or: Product Manager | Documentation-Driven | Cross-Functional Leadership | Fully Remote

Step 5 — The Cover Letter Strategy

Remote hiring is high-volume hiring. Your cover letter is your chance to prove async communication right there.

Write It Like This

"I've noticed your team is fully distributed across 4 time zones. I've thrived in similar environments by [specific async practice].

At [company], I led [initiative] using async-first communication — [outcome]. This taught me that clarity and documentation matter more than meeting minutes.

I'm particularly drawn to how you emphasize [specific thing from job posting — usually async or documentation]. I've built my career around [relevant example]."

Step 6 — Tool Check (Add These If Missing)

The job posting mentioned these tools. Do you have experience?

- Slack (or mention: "daily async communication tools")
- Notion (or mention: "documentation and knowledge management platforms")
- Loom (or mention: "async video communication")
- Jira (or mention: "project tracking in distributed teams")
- Confluence (or mention: "documentation platforms")
- Asana / Monday.com / Linear (or mention: "async project management")
- GitHub (or mention: "distributed code collaboration")

If you've used any of these, mention them. If you haven't but they're common in remote work, you can say: "Quickly onboarded to async tools like Notion, Loom, and Asana in previous remote roles."

Step 7 — The ATS Optimizer (Before You Hit Send)

Before applying, paste your resume + job description into this checklist:

Required Keywords Check

- ☐ Does my resume use at least 2–3 keywords from the job posting?
- ☐ Do those keywords appear in my summary AND in bullet points (not just once)?
- ☐ Did I replace “self-starter” with actual examples?
- ☐ Did I quantify outcomes (percentages, numbers, timeframes)?
- ☐ Did I mention specific tools mentioned in the posting?

Remote-Specific Check

- ☐ Did I mention async communication or distributed team experience?
- ☐ Did I show how I work without supervision (ownership)?
- ☐ Did I demonstrate cross-team collaboration with concrete examples?
- ☐ Did I highlight documentation work if it applies to the role?

Step 8 — Track What Works

After you apply to jobs, track this:

Job Title	Company	Keywords Matched	Got Interview?	Notes

Next Steps

1	Complete Step 1 (Keyword Audit) – 15 minutes
2	Pick ONE keyword and rewrite one bullet point – 10 minutes
3	Update LinkedIn headline – 5 minutes
4	Apply to 1–2 jobs using your new resume
5	Track results after 10 applications

The barrier to remote interviews isn't your experience. It's how you communicate it.

Daaman Intl | Helping Remote Professionals Get Seen

Questions? Comment below. We'll help you reframe your specific experience.