

My AI Job–Search Agent Team

How I used five scheduled AI tasks to run my job search like an Agile program

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What If You Started Your Job Search With a Morning Briefing?
Before my first cup of tea/coffee, I can see which roles are worth a closer look, which recruiters are due for a follow-up, and which replies are ready for me to review.

I built a five-agent AI team to do the prep work. I still decide where to apply, who to contact, and when to hit Send.

Continue reading to see how I set it up and what I learned in the first week.

#AIJobSearch #AIAgents #JobSearchStrategy #CareerTransition #WorkflowAutomation #HumanInTheLoop #AgileProgramManagement #ManagingProjectsTheAgileWay

The Problem: A Multi-Channel Workflow With Too Many Handoffs

Sound familiar?

A recruiter emails about a promising role. Another agency sends what looks like the same opening. An interview invite lands while you're still checking whether a client ever received your résumé.

Each task is small — but together they create a classic **program management problem**: work arriving through several channels, with every handoff leaving room for a missed decision or duplicate action.

The Program Manager's Instinct

I set up my job search the way I'd set up a delivery program:

- Give each recurring task a clear owner
- Put all work in one tracker
- Set a cadence for deciding what needs attention

Five scheduled Claude tasks handle the research and preparation. **I still make every real decision** — which jobs to pursue, which messages to send, which RTRs to sign.

The Five-Agent System at a Glance

Each agent has a defined role, runs on a fixed schedule, and writes to a shared Google Sheet tracker. **None of them sends email on its own** — every outgoing message waits in Gmail Drafts until I review it and click Send.

🔍 Agent 1

Daily Job Finder

Weekdays 6:40 AM — Finds up to 20 remote roles + AI-startup opportunities, scored against your résumé

✉️ Agent 2

Auto-Reply Drafter

Weekdays 7:10 AM — Drafts replies to first-contact recruiter emails; five response types, all waiting in Drafts

🔁 Agent 3

Follow-Up Drafter

Weekdays 7:25 AM — Drafts RTR status checks, thank-you follow-ups, and cold introductions

📋 Agent 4

Daily Email Report

Weekdays 7:45 AM — Logs applications, RTRs, interviews, and opportunities; sends a prioritized summary

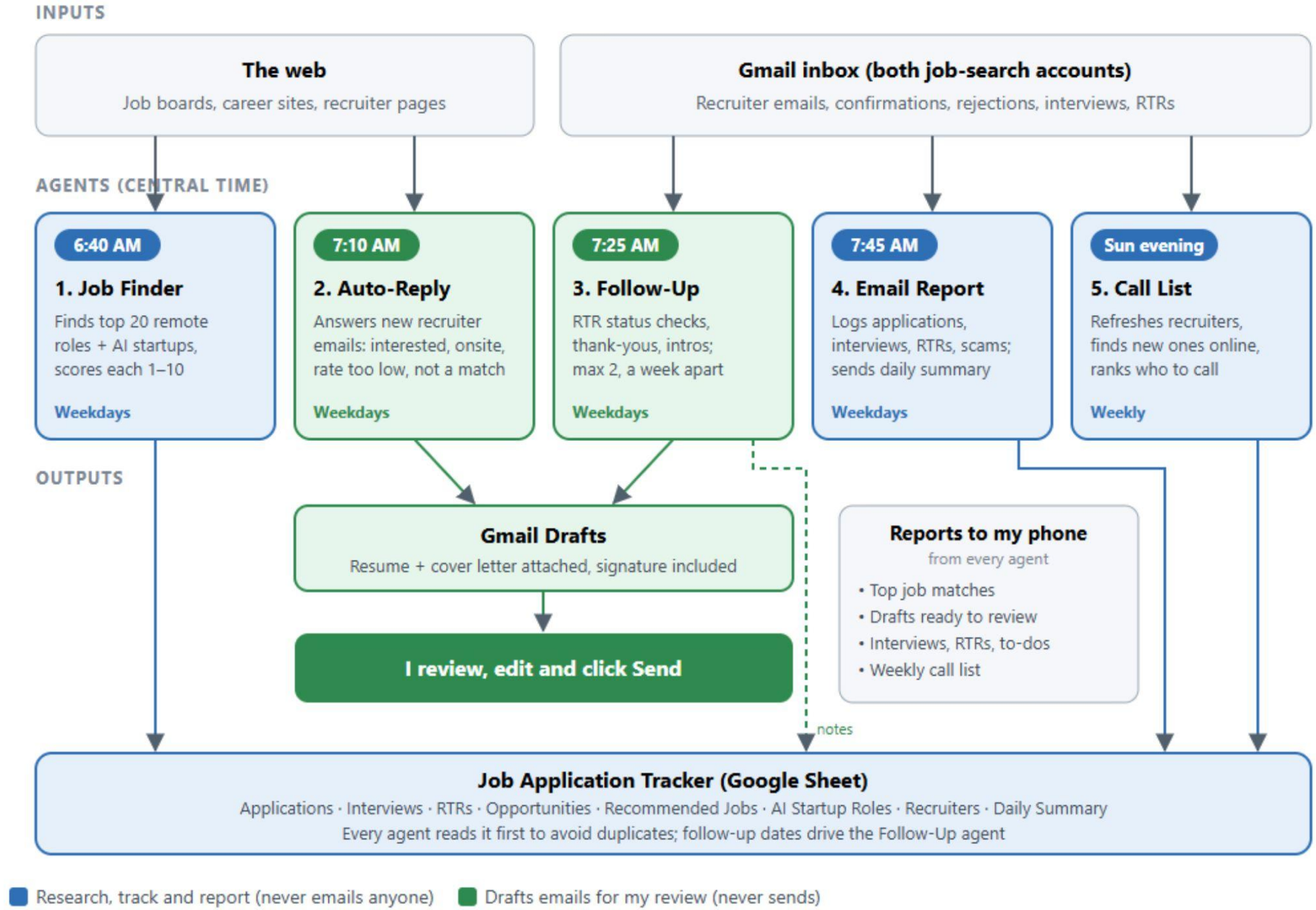
📞 Agent 5

Weekly Call List

Sundays 6:47 PM — Refreshes recruiter data and delivers a prioritized call list with suggested opening lines

My AI Job-Search Agent Team

Five Claude agents run on a schedule. Two draft emails for me to review; three research, track and report. Nothing is sent without my click.



Setup Before You Build

Do these steps once — then paste each agent prompt into Claude and ask it to create a scheduled task.

1 Connect Your Tools

Link Gmail, Google Sheets, and Google Drive in Claude. If you use a second job-search email, set up a Gmail filter to forward all job mail to your main inbox so one inbox covers both.

2 Create the Tracker

Build a Google Sheet called **"Job Application Tracker"** with these tabs: Daily Summary, Applications, RTRs, Opportunities, Recommended Jobs, AI Startup Roles, Interviews, and Recruiters.

3 Set Up Your Drive Folder

Create a Drive folder (e.g., "Recruiter Reply Agent - Attachments") and upload your résumé as a PDF and a **generic cover letter** as a .docx — no company name, since it goes with every email.

4 Collect IDs & Fill Placeholders

Grab your spreadsheet ID, Drive file IDs, and folder ID. Replace every `[BRACKETED]` placeholder in the prompts with your name, emails, city, suburbs, target titles, minimum rate, and signature.

Agent 1: Daily Remote Job Finder

WEEKDAYS · 6:40 AM

Every weekday morning, this agent searches the web for up to **20 strong remote roles** posted in the last 7 days, scores each one 1–10 against your résumé, and adds roles scoring 7 or higher to the Recommended Jobs tab. It also surfaces up to **10 program-management roles at AI startups**.

It never applies or contacts anyone. It checks the tracker first so it never repeats a job or suggests one you've already applied to.

The morning report lists the top 10 matches with score, title, company, pay range, and a direct link — ready for your review before 7 AM coffee is finished.

What It Reads

- Job boards and company career pages (web search)
- Existing tracker tabs to avoid duplicates

What It Writes

- Recommended Jobs tab
- AI Startup Roles tab

What It Never Does

- Apply to roles on your behalf
- Contact recruiters or companies
- Suggest roles you've already seen

Agent 2: Recruiter Email Auto-Reply

Every weekday at 7:10 AM, this agent reads new **first-contact recruiter emails** and drafts one of five replies — each with your résumé and cover letter attached. Output is always a **draft**, never a sent message.

Situation	Draft It Writes
Skills match, remote/local, rate OK or unstated	Interested; asks for best W2 rate or salary range
Skills match, onsite elsewhere	Can't meet onsite requirement; asks to be considered for remote roles
Skills match, rate below minimum	Rate is below minimum; open to future roles at or above that threshold
Not a match, remote/local	Not a fit for skillset; interested in future remote PM roles
Not a match, onsite elsewhere	Can't do that location and not a match; polite close

It skips LinkedIn messages, job alerts, RTR requests, threads already in progress, gig offers, and scams — listing those for your review instead. If three recruiters from one agency send the same role, it drafts only one reply.

Agent 3: Recruiter Follow-Up Drafts

WEEKDAYS · 7:25 AM

This agent checks the Recruiters tab daily for anyone whose follow-up date has arrived, then drafts the appropriate email with your résumé and cover letter attached.

RTR Status Check

For active right-to-represent submissions signed in the last 45 days — asks for client updates and next steps.

Thank-You Follow-Up

For every other recruiter you've been in contact with — thanks them for connecting, confirms you're actively looking, and asks to be considered.

Cold Introduction

For recruiters found online who have never contacted you — a professional first outreach with résumé attached.

Guardrails: At least 1 week between follow-ups to the same person. At most 2 unanswered follow-ups before the agent stops and marks "Max follow-ups reached" on the tracker.

Agent 4: Daily Job-Search Email Report

Read-Only for Email

This agent reviews all job-search email from the last 24 hours (since Friday morning on Mondays), updates the tracker, and sends you a prioritized summary. It **never sends, replies, labels, or deletes** any email.

Report Structure

1. **Needs Your Attention** — upcoming interviews, RTRs to sign, recruiter questions, assessments
2. Day's numbers and new remote/local roles
3. Anything suspicious or flagged as a scam

What It Tracks

Applications

Confirmations, rejections, closed positions, assessments

Interviews

Date, time, interviewer, meeting link, and thank-you note reminders

RTRs

Rate, client, recruiter, phone — with duplicate submission warnings

Scams

Free-email recruiters, mismatched domains, SSN or bank detail requests

Opportunities

Logs every recruiter email and job-board match, marked remote, local or out of area.

Agent 5: Weekly Recruiter Call List

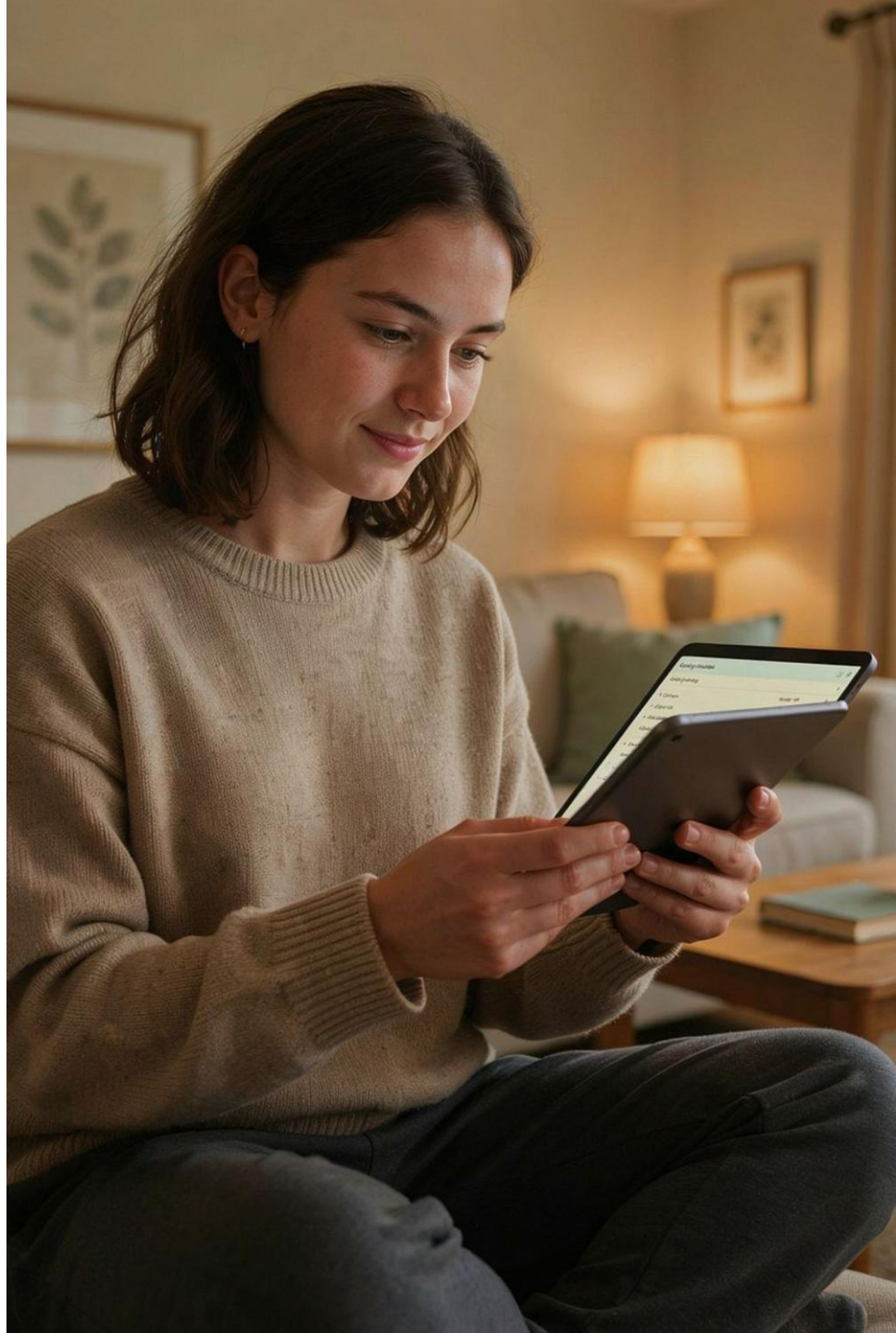
SUNDAYS · 6:47 PM

Every Sunday evening this agent refreshes the Recruiters tab, updates last-contact dates from Gmail, adds new recruiters from the past week, and finds up to **8 new recruiters online** who specialize in your target roles.

The result: a prioritized list of up to **10 people to call first** — each with a suggested opening line. It never contacts anyone; it only updates the sheet and reports.

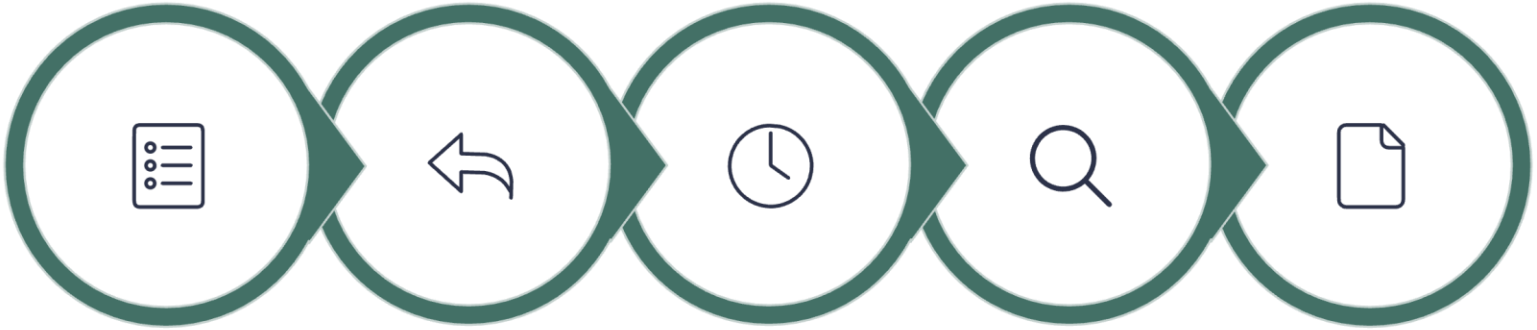
Priority Tiers

- Active RTR
- Warm (I replied)
- Older RTR to Reconnect
- Cold (they emailed me)
- New, Found Online



How the Agents Work Together

The schedule order is intentional — each agent builds on what the previous one did. The shared tracker and Drive folder are the connective tissue that lets all five agents coordinate without direct communication.



6:40 AM Daily Remote Job finder

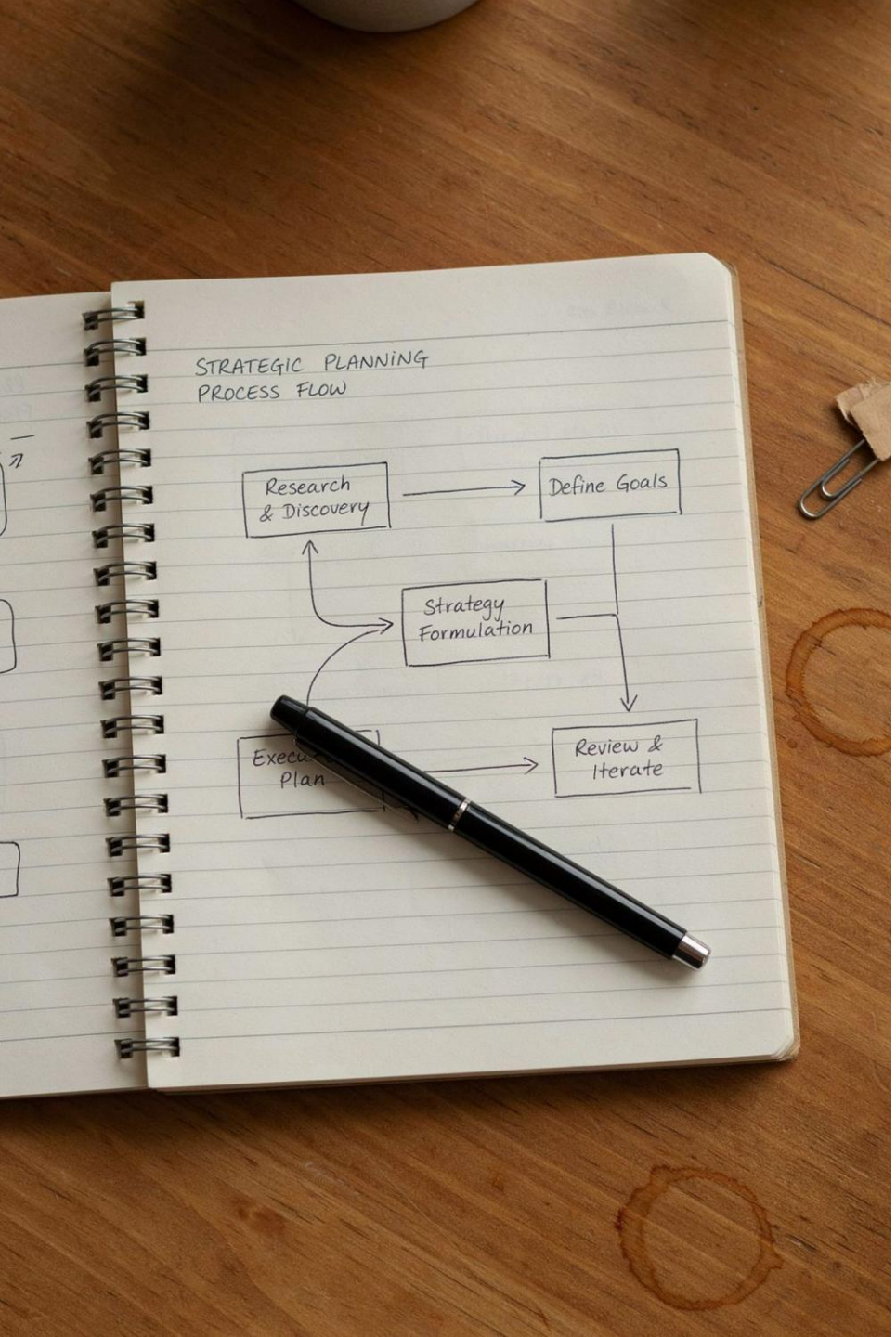
7:10 AM Daily Recruiter Email Auto-Reply

7:25 AM Daily Recruiter Follow-Up Drafts

7:45 AM Daily Job Search Email Report

6:45 PM (Sun) Weekly Recruiter Call List

Drafting agents run **before** the 7:45 report, so you have a morning review window to check drafts before the daily summary lands. The Sunday call list sets the follow-up dates that Agent 3 uses throughout the week.



The Role of the Program Manager

The agents handle research and preparation. The program manager — you — defines the handoffs and decides how exceptions move through the workflow.

> ### A row in Recommended Jobs
>
> means you have a lead to review — not a commitment to apply.

> ### A message in Gmail Drafts
>
> means you have a response to check — not an email that was sent.

> ### An application counts
>
> only when you have evidence it was actually submitted.

> ### When a rule fails
>
> add a concrete example to the backlog and test the fix against a similar case. The Woodlands example: a hybrid role there should be "out of area" even though it's in the broader Houston region.

Tips & Lessons Learned

Start With Drafts Only — Keep It That Way

Reviewing a morning batch takes a few minutes and caught real mistakes in the first week, including a "rate too low" reply that was missing entirely.

Iterate on Rules Like a Backlog

Each fix is one sentence added to the prompt. The first version miscategorized ServiceNow leads as "not a match" and treated The Woodlands as local. Both were fixed in minutes.

Define Local Precisely

Name the suburbs you'd actually commute to — and the nearby ones you wouldn't. "Local" is too vague; list exact city names for consistent results.

Watch for Duplicates

Several recruiters at one agency often send the same role. Reply once per agency, and never sign two RTRs for the same client and role.

Protect Your Own Columns

Prompts that write to tabs with personal notes are explicitly instructed to leave those columns alone. Verify on first run that your notes stay intact.

How I'd Measure Whether It's Actually Helping

Start with one week of manual review and track three measures. Run counts tell you whether the tasks executed — these measures tell you whether the **output helped**.

Time on Job-Search Administration

Minutes spent reviewing listings, drafting messages, and reconciling the tracker — measured before and after the pilot.

Decision it supports: Which tasks are actually giving me time back?

Drafts Needing a Material Correction

Share of reviewed drafts where you had to fix the role, location, rate, recipient, or attachment.

Decision it supports: Which rule or input should I improve first?

Recruiter Conversations & Interviews by Source

Conversations and interviews linked to a job finder recommendation, recruiter outreach, or another channel.

Decision it supports: Which channels deserve more of my attention?

Questions to Ask Before You Build Your Own

- Which recurring task takes enough time to justify automating it?

  Start with your biggest time sink — for most job seekers, that's scanning job boards or drafting recruiter replies.

- What can the agent read or update — and which decisions stay with you?

  Be explicit about the boundary. Drafting is fair game; sending is not.

- How will you know whether a message was drafted, sent, or skipped?

  Build audit trails into your tracker from day one — it's much harder to retrofit them.

- What result would make you keep the automation after a week?

  Define your acceptance criteria before you build, so you evaluate on outcomes rather than novelty.



Where to Start

Begin with the daily job finder.

Review its recommendations against the roles you'd actually pursue. Use those examples to tighten the criteria. Add recruiter drafts once you have a reliable review routine in place.

The Core Principle

The agents do the research and preparation. **You make every real decision.** That division of work is what made the first week useful — and what keeps the system trustworthy week after week.

About the Author

Kimberly Wiethoff, MBA, PMP, PMI-ACP is a Senior Program Manager specializing in enterprise digital transformation, AI-enabled delivery, PMO leadership, and Agile program execution.

Through *Managing Projects the Agile Way*, she shares practical strategies for leading technology programs and putting AI to work.