

# Job Search Checklist

By Alex Strickland

- Preparation Phase**
  - Create your resume** Prepare several versions (a different one for each position you are applying for).
  - Create Electronic Versions of Resume** Use plain text, standard fonts for all resumes to be imbedded in e-mails or attachments.
  - Test your resume** Show it to several people and get their suggestions.
  - Define your limits** Geographic preferences, salary, job type.
  - List everyone you know** Categorize and prioritize your list (Your Network).
  - List companies who might hire you.** Categorize and prioritize your list (Your Target Companies)
  - Create a Record Keeping System** Calls/messages sent, companies/people contacted, responses received, resumes sent, information received, meeting and phone call notes, interviews, thank you notes sent.
  - Create a Weekly Schedule & List of Tasks** Set aside particular hours each day for job searching.
  - Create Self-Marketing Materials.** Brochure? List of projects? Paper versions? Electronic versions?
  - Create Business or Networking Cards** Hand them out at meetings, interviews, etc.
  - Create a Personal Marketing Campaign** Job search plan of what you will do when, how many people you will contact, etc.
  - Develop a Needs-Contribution Statement** List of industry requirements compared to your list of capabilities.
  - Contact people who may be references** Both professional and personal; use them as "advisors" for your job search.
  - Create your "30-Second Elevator" Speech** Name, qualifications, capabilities, history, skills.
  - Practice your "Reasons for Leaving" Speech** If you are going to need to leave your current job to pursue you new job, prepare a professional statement explaining why.
  - Write several sample Cover Letters** Different versions for different jobs, on both paper and electronic.
  - Prepare short versions of Your Biography** For inclusion in e-mails, job search internet sites, etc.
  - Check the Resource Center, Library, Bookstores, etc** For job search and how-to resources, book, and articles.
  - Gather office materials** Resume paper, stamps, envelopes, paperclips, a professional pen (that does not click).
  - Start an Appointment Calendar** Paper or electronic (whichever will keep you better organized).

Customize, print, share & USE this list at: [checklist.com/job-search-checklist](http://checklist.com/job-search-checklist)

- Set up a Workspace** To keep your records and materials orderly, space for computer, printer, etc.
- Set up E-mail** Make sure it is a professional sounding e-mail account (school e-mail addresses are fine), create your e-signature.
- Set up phone Answering Service** Create a professional outgoing message.
- Create a Personal Job Search Website** Include your resume, projects (remember anyone may be able to see it).
- Active Job Search Phase**
  - Contact everyone you know** Use this list you created in the Startup Phase (talk to anyone new you meet).
  - Contact people that know of openings** Ask them for additional opportunities & possibilities, names, companies, etc.
  - Contact people to ask for an interview** Ask them for advice about your job search, not for a job.
  - Attend Professional Society Events** Tell everyone you meet about your job search, pass out business cards, collect names.
  - Attend Social & Community Events** Tell everyone you meet about your job search, pass out business cards, collect names.
  - Join a career orientated support group.**
  - Expand your Internet search** Respond immediately to any openings, in your field, that you see.
  - Subscribe to mailing lists and ENewsletters** May list jobs, networking information, events.
  - Revise Resume and other materials** Keep all your information updated as changes happen with you and the job market.
  - Register with Job Search Agencies** Employment agencies, placement agencies, temp agencies, etc.
  - Answer the Phone in a Professional Agency** Minimize background noise, be ready to take notes.
  - List Questions to Ask an Interviewer** The interviewer may call, so be prepared with questions and answers.
  - Practice Interview Questions & Answers** The interviewer may call, so be prepared with questions and answers.
  - Do something professional every week** Do volunteer work, or attend courses, workshops, events, trainings, or presentations.
  - Create an Interview Agenda** List items you want to cover in the interview and take it with you to the interview.
- Weekly Tasks to React to Immediately**
  - E-mails, letters, and thank you notes.
  - Phone calls.

- Meetings.
- Other networking activities.
- Check printed want ads.
- Updated resume and other documents.
- Update and review Job Search Plan.
- Update List of Tasks to be completed.
- Updated Weekly Calendar.
- Daily Tasks to React to Immediately
  - Respond to any opportunities.
  - Check E-mail several times a day.
  - Check Internet Job Search sites and Newsletters.
  - Check Job Posting on Target Company Websites.
  - Contact more companies and people.
  - Check your messages in case you missed a call.
  - Maintain your personal appearance.
  - Do something fun and personal (to remain sane).