

Job Search Readiness Checklist

Self-Awareness

- Identify personality type, interests, skills and values.
- Target specific jobs in relation to career choice.
- Meet with a career counselor.

Target Potential Employers

- Identify appropriate research materials and resources for your field.
- Develop list of 20 -30 employers that fit your skills and interests.
- Review sources for leads on a daily basis.

Develop Job Search Strategies

- Create a strategy with measurable goals.
- Plan daily and weekly job search activities and dedicate time to get results.
- Establish an effective record keeping system to monitor progress.
- Develop a list of contacts for networking.
- Conduct informational interviews to uncover the hidden job market.

Cover Letters

- Research the organization and show evidence of your research in the cover letter.
- Select proper format and personalize each letter to the correct hiring authority.
- Proofread each letter before sending.

Resume

- Have resumes targeted for different industries/fields/jobs.
- Have a resume which emphasizes results.
- Have a flawless resume on quality paper.

References

- Identify 3-5 individuals as potential references.
- Contact them personally to ask if they will be a strong reference for you; obtain recommendation letters.
- Have a list of 3- 5 references available with you when you interview.

Interview Skills

- Practice your presentation skills.
- Have a 60 second commercial which answers the question; "Tell me about yourself."
- Know why employers hire.
- Select appropriate attire for interviews.
- Develop a list of questions based on your research of the organization.