

Pre-Job Search Prep Checklist

Before you start your job search make sure everything on this list is checked off:

- ☐ Portfolio of work (class or personal projects) and evaluations
- ☐ Professional email address and email signature
- ☐ Professional greeting on main voicemail
 - a. Ensure your voicemail is set up/not full. Employers typically do not send texts to let you know they want an interview.
- ☐ Ask former supervisors, professors, etc., if you can use them as a reference and get their preferred contact information (*email & phone #*)
- ☐ 8+ Accomplishment stories to illustrate how you've developed and used particular skills
 - a. Accomplishment stories formula: *Situation/Task/Challenge – Action – Result(s)*
- ☐ 10 or more ideal job titles
- ☐ Targeted, strategically focused resume for each of those job titles and/or ideal job postings
- ☐ 20+ companies that could potentially hire you for what you want to do
- ☐ Crafted answers to common interview questions
- ☐ Elevator speech/20-second commercial (*short answer to "tell me about yourself" question*)
- ☐ Updated LinkedIn profile (*once it's complete, make sure employers know you are looking!*)
- ☐ Listing of 40-50+ people you know as the foundation of your network that you can build upon
- ☐ Create Business cards
 - a. Name -The one you want them to Google
 - b. What you do or want to do
 - c. Phone number (*preferably your cell phone*) and personal email address
 - d. Social handles as applicable
 - e. (Optional) A personal logo; your personal portfolio site (if applicable)
- ☐ Cover letter and thank you letter drafts
- ☐ Networking email drafts
- ☐ Folders to hold job postings, resume, and cover letters by company (*version control*)
- ☐ System to track network contacts, jobs applied for and follow-up. (*Use whatever tool is easiest for you; an excel spreadsheet, database, or just a list*)
- ☐ Calendar to keep track of networking meetings and interviews
- ☐ Positive attitude, anything is possible!