

## 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!