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
  - 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
  - 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
  - Name - The one you want them to Google
  - What you do or want to do
  - Phone number (preferably your cell phone) and personal email address
  - Social handles as applicable
  - (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!

Created from “Checklist of Things You Need for Job Search”
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