

Job Search Checklist

- **START EARLY:** think of your job search as another class. Schedule time into your week regularly. Wooster's Senior Independent Study allows you to gain valuable skills that employers seek. Completing I.S. and searching for employment require careful management of your time.
- **ESTABLISH SPECIFIC GOALS:** determine two or three potential career fields that are compatible with your interests, skills and values. Identify and research potential employers in these fields.
- **PREPARE YOUR MATERIALS:** professionalize your resume, compose targeted cover letters, ask for professional references, and polish your LinkedIn profile with a well written summary.
- **PRACTICE INTERVIEWING:** don't wait until you get an interview. Schedule a mock interview, participate in practice interviews with alumni, and use Optimal Resume's interview module.
- **BUILD YOUR PROFESSIONAL NETWORK:** connect with professionals in your career interest area, schedule and conduct informational interviews, attend events with alumni (Black & Gold Dinners, CityTrek, Tartan Talks), join Wooster Alumni Groups on LinkedIn.
- **ATTEND CAREER FAIRS:** speak with recruiters and practice your two-minute pitch. Watch for emails regarding SLAC interviewing events and Career Fairs.
- **FOLLOW UP:** with all contacts whether you meet in person or are introduced online.

TIPS:

- **When in doubt, apply!** You do not always have to match 100% of the job description to be considered.
- **Be patient,** a typical job search can take 3-6 months, don't be discouraged if it doesn't happen overnight.
- **Try not to be discouraged** if you don't hear back once you apply, employers do not always respond to all applicants.
- **Career Planning** is ready to assist you every step of the way!
- **Schedule an appointment** with Handshake by scanning the QR code or call 330-263-2496.



WOOSTER

Advising, Planning, Experiential Learning