# ACCELERATED JOB SEARCH CHECKLIST

## Module 1: Search for Job Opportunities
- Watched “Conducting Your Full-Time Job Search” recording
- Logged into CareerShift and set up my account
- Logged into hireBING by Handshake - Binghamton University’s job and internship platform - and set-up my profile and searched for jobs

*After you’ve completed this module, ask yourself:*
  - What career cluster am I interested in and am I searching with the best keywords/job titles?
  - Are there career field specific job boards that I could use to find opportunities?
  - *Tip: Search the “Resources” section of your career cluster for field specific resources*
  - What lingering questions do I have about planning my job search?

## Module 2: Create a Stand Out Resume and Cover Letter
- Watched “Resume Best Practices” recording
- Watched “Writing a Successful Cover Letter” recording
- Created or updated my resume
-Uploaded my resume to VMock for instant feedback (available through August 15, 2021)
- Met with a career consultant to have my resume reviewed
- Updated my resume to incorporate feedback from VMock and the Fleishman Center staff

*After you’ve completed this module, ask yourself:*
  - Is my resume tailored to the career field/opportunities I am applying for?
  - Do I feel confident writing cover letters that showcase my skills and experience in relation to a specific position?
  - What lingering questions do I have about writing resumes and cover letters?

## Module 3: Build Your Professional Network
- Watched “Building Your Network” recording
- Created my LinkedIn profile and starting building connections
  - *Tip: meet with a career consultant for helping building a strong LinkedIn profile*
- Connected with an alumni mentor on Mentor Match
- Reviewed pages 23-30 of the Career Guide for tips and information on networking, utilizing LinkedIn, and informational interviewing

*After you’ve completed this module, ask yourself:*
  - Is my resume tailored to the career field/opportunities I am applying for?
  - Do I feel confident writing cover letters that showcase my skills and experience in relation to a specific position?
  - What lingering questions do I have about writing resumes and cover letters?

## Module 4: Prepare for Your Interview
- Watched “Ace Your Interview” recording
- Practiced my interview skills through Big Interview or a Mock Interview with the Fleishman Center
- Reviewed pages 32-34 in the Career Guide for tips and information on interviewing.

*After you’ve completed this module, ask yourself:*
  - How confident do I feel in my interviewing skills?
  - Do I understand how to successfully answer a behavioral interview question using the CAR method?
  - What lingering questions do I have about interviewing?