



## JOB SEARCH CHECKLIST

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### JOB SEARCH PLANNING AND PREPARATION

- Define your limits: geographic, salary, job type, industry, etc.
- Define your network of contacts and brush up on networking skills.
- Identify and contact people who might become references – both professional and personal.
- Create a list of target companies and industries that most interest you.
- Identify your [strengths and weaknesses](#): do your own personal SWOT analysis.
- Develop your personal branding, which will help you distinguish yourself from other job seekers.
- Identify key accomplishments from all school and work experiences.
- Identify your core [transferable skills](#).
- Create a [job search](#) record keeping system.
- Create your personal job search plan: what you will do when, how many people you will contact each week, what websites/blogs/periodicals you will read daily to stay at the top of your game.

- Practice your [“elevator pitch”](#) – in 30 seconds, can you say your name, current/previous position, qualifications, history?
- Meet with your Career Consultant to review your strategy.

## RESUMES/LINKEDIN

- [Update your resume](#) and share it with several people to get feedback. Be prepared to tailor your resume to fit different job opportunities.
- Meet with your [Career Consultant](#) for an in-depth resume review.
- Create different electronic versions of your resume – Plain text for embedding in email. PDF for attachments.
- Update your LinkedIn profile.
- Draft [sample cover letters](#) for different potential jobs.

## NETWORKING

- Set weekly goals for the number of people you will reach out to, connect and meet with as part of your job search.
- Attend industry conferences for networking opportunities.
- Identify TWU alumni who work in companies, industries and positions of interest, and [reach out](#) to them to learn more about what they do.

## INTERVIEW PREP

- Prepare answers for the most common [interview questions](#). Practice answering different types of job interview questions.

- Practice your interview skills using [Big Interview](#). Get feedback on the videos from your Career Consultant or schedule a mock interview.
  
- Research each company so that you can showcase that knowledge in the interview.
  
- Brush up on the [salary negotiation](#) process. Research salaries and have clear expectations. Meet with your Career Consultant to discuss strategies or attend a Salary Negotiation workshop.
  
- Prepare a "closing" for the interview that expresses your desire for the job and inquires about the next step in the interview process.
  
- After interviews, send thank you notes (email) and follow-up.