

# JOB SEARCH CHECKLIST



## PREPARATION PHASE

- **Create several variations of your cover letter & resume:** (one for each application!)
- **Test your resume:** Show it to several people & professionals to get feedback.
- **List everyone you know:** Categorize & prioritize your list to build your network.
- **List target companies who might hire you:** Compile & categorize your list.
- **Create a record keeping system:** Record daily & weekly tasks, calls/messages sent, companies/people contacted, responses received, resumes sent, meeting & phone call notes, interviews, & thank you notes sent.
- **Define your personal brand:** Use LinkedIn, & other media to clearly state your qualifications, skills, experience, & results. Customize your summary or biography.
- **Contact people who may be references:** Use both professional & personal. Utilize them as "advisors" for your job search.
- **Create your "Elevator Pitch":** Name, qualifications, history, skills & vision for future.
- **Explore & discuss job search strategies with professionals:** Meet with Career Services to keep you centered on evidenced-based strategies.
- **Set up an email & calendar:** Make sure it is a professional sounding e-mail account, & create your e-signature. Utilize various phone apps to help you stay organized.

## ACTION PHASE

- **Contact everyone you know:** Use the list you created in the Preparation Phase. Talk with anyone new you meet about your job search and ask for advice.
- **Attend professional events:** Tell everyone you meet about your job search, pass out business cards, collect names and contact information.
- **Join professional organizations relevant to your field:** Become a member of both state & national organizations to open doors to a larger network.
- **Use LinkedIn, Glassdoor, & company websites to research & apply:** Respond immediately to any openings in your field/industry that you see.
- **Subscribe to mailing lists & e-newsletters:** Sign up for relevant sites which list jobs, networking information, & events to stay current.
- **Practice interview questions & answers:** Use Glassdoor & other tools to research & be prepared with questions & answers. Practice interviewing with friends & Career Services.
- **Do something professional every week:** Do volunteer work, or attend courses, workshops, events, trainings, or presentations.
- **Don't be afraid to ask for help!**

Connect with USU Career Staff here:  
[www.usuniversity.edu/current-students/career-resources](http://www.usuniversity.edu/current-students/career-resources)

