

Job Search Checklist

- Updated resume**
 - Outlining skills specific to position applied for
 - Feature strongest asset (work experience or education or skills)
 - Most recent work experience added
 - Certificates, relevant training and other courses taken

- Cover letter**
 - Standard template with key characteristics and skills
 - Modify to suit position applied for
 - Indicate position applied for when possible

- References**
 - Contact prior to distributing to confirm
 - Minimum of 3
 - Separate from resume

- Job search folder**
 - Keep copies of resumes and cover letters
 - Research on companies applied to
 - Job search log to keep track of positions applied for and dates (template)
 - Other information specific to job search

- Job search leads**
 - Job search websites (list)
 - Cold calls to find more information about a company you wish to work for
 - Contact companies to determine specific qualifications they may require
 - Network list (friends, former coworkers, social media)

- Appropriate attire and grooming**
 - First impression is important –dress professional even when only dropping off a resume
 - Hair cut and groomed
 - Shave, brush teeth, deodorant, clean hands
 - Minimal accessories and makeup