job search checklist

**Step One: Get Organized**

- Create templates for your resume, cover letter, and references
- Set up a portfolio
- Create a document that details every position you’ve had

**Step Two: Search For Jobs**

- Search for an hour each day
- Bookmark any interesting positions

**Step Three: Apply**

- Set a goal to apply to x amount of jobs per day
- Put together your application materials
- Email your materials to the hiring manager
- Create a spreadsheet to track the jobs you’ve applied to
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STEP FOUR: DON'T GET DISCOURAGED

☐ Take a break! Enjoy the time you have to not be working

STEP FIVE: THE INTERVIEW

☐ Research the organization and its culture
☐ Choose your interview outfit
☐ Prepare questions to ask the interviewer

STEP SIX: FOLLOW UP

☐ Send a thank you email and any additional materials
☐ Let your references know you had an interview

STEP SEVEN: ACCEPT THE JOB

☐ Create a pros and cons list if you're unsure
☐ Ask about the benefits, vacation time, sick days, etc.
☐ Negotiate your salary