

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