**Job Search Checklist**

**Getting My Tools Ready**

1. Put finances in order: adjust budget, look for cost savings, update insurance.
2. Define limits: How far will I travel? Minimum wage & benefits? Dealbreakers? Ideal job? Other possible jobs?
3. Prepare a basic resume, which I will adapt to fit each job. Keep adapting according to feedback.
4. Prepare a basic cover letter. Must be personalized for each application!
5. Test my resume and cover letter with two people I trust.
6. Ask at least 3 people for their permission and contact info for job references.
7. Gather documents: certificates, tickets, driving abstract, work samples, etc.
8. Create a professional email account for job search.
9. Record a professional voice mail response.
10. "Google" my name, so I know what comes up. Create/update my social media profiles (FB, Linked In, Twitter, etc.)

**Practice**

1. Practice my "elevator speech" - 30 seconds on what I have to offer. This is the “story” I can share at a gas station, a hockey game, the post office …
2. Practice my "reason for leaving" speech.
3. Review & practice common interview questions.
4. Prepare for positive first impressions: haircut, wardrobe, shoes.

**Get Started!**

1. Create a record keeping system to track contacts (messages/names/etc.)
2. Set a weekly schedule and goals for my job search activities.
3. Network on purpose, not by accident - join a club, volunteer, attend a game. Look for opportunities to get to know employers, and people that employers trust.
4. Contact possible employers directly. (check business directories, websites, etc.)
5. Contact my “people” (family, friends, co-workers, former employers, etc.)
6. Check job search sites and newspapers. Set up job alerts where possible.
7. Apply to lots of jobs!! (cold calls and ads)