



Job Search Checklist

PREPARE YOUR DOCUMENTS

- ☐ • **Update Resume:** Tailor for each job with relevant keywords and achievements.
- ☐ • **Write Cover Letters:** Personalize for each application.
- ☐ • **Optimize LinkedIn Profile:** Ensure it's complete and professional.

RESEARCH AND TARGET COMPANIES

- ☐ • **Identify Target Companies:** Research and list companies that align with your career goals.
- ☐ • **Follow Companies:** Track on LinkedIn and set job alerts.
- ☐ • **Network:** Engage with professionals and attend industry events.

UTILIZE JOB SEARCH PLATFORMS

- ☐ • **Job Boards:** Regularly check platforms like LinkedIn, Indeed, and Glassdoor.
- ☐ • **Company Websites:** Apply directly on company career pages.
- ☐ • **Industry-Specific Sites:** Explore niche job boards.

APPLICATION PROCESS

- ☐ • **Customize Applications:** Tailor resume and cover letter for each job.
- ☐ • **Follow Instructions:** Adhere to application guidelines.
- ☐ • **Track Applications:** Use a spreadsheet or job search app.



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NETWORKING AND OUTREACH

- ☐ • **LinkedIn Networking:** Connect with industry professionals and participate in groups.
- ☐ • **Informational Interviews:** Meet with professionals to gain insights.
- ☐ • **Attend Events:** Join networking events and industry conferences.

PREPARE FOR INTERVIEWS

- ☐ • **Research Companies:** Study company websites and recent news.
- ☐ • **Practice Interview Skills:** Prepare answers and conduct mock interviews.
- ☐ • **Dress Professionally:** Choose appropriate attire.

FOLLOW-UP AND THANK YOU

- ☐ • **Send Thank-You Notes:** Email within 24 hours of the interview.
- ☐ • **Follow Up:** Inquire about application status and next steps.

STAY ORGANIZED

- ☐ • **Use Job Search Tools:** Track applications and contacts.
- ☐ • **Review and Update:** Regularly update your checklist and strategies.