

Mint To Be Career

JOB SEARCH CHECKLIST

PHASE 1: PREPARE

- Create several variations of your cover letter and resume:** One for each position you are applying.
- Test your resume:** Show it to several people and professionals and get their suggestions. Use a resource like jobscan.co to assess ATS compatibility.
- List everyone you know:** Categorize your list to build your network.
- List target companies who might hire you:** Compile 100 if possible, and prioritize your list.
- Create a record keeping system:** Record daily and weekly tasks, calls/messages sent, companies/people contacted, responses received, resumes sent, meeting and phone call notes, interviews, and thank you notes sent.
- Define your personal brand:** Use LinkedIn, and other social media to clearly state what you do, what you know, what needs you meet, and who you serve. Customize your summary or biography.
- Build and share content:** Utilize social media to present blogs, articles, videos, and podcasts of original and non-original content on subject matter expertise.
- Contact people who may be references:** Use both professional and personal. Utilize them as "advisors" for your job search.
- Create your "Elevator Pitch":** Your package intro outlining your strengths, qualifications, experience, skills and vision for future.
- Explore and discuss job search strategies with professionals:** Meet with a career coach to keep you on target with evidenced-based strategies.
- Set up an email and calendar:** Make sure it is a professional sounding e-mail account, and create your e-signature. Utilize various phone apps to help you stay organized.

PHASE 2: TAKE ACTION

- **Contact everyone you know:** Use the list you created in the Preparation Phase. Talk with anyone new you meet about your job search, and ask for advice, not for a job. Spend 75% of your time networking. Set up in person, virtual, and phone meetings with individuals in your field.
- **Attend professional events:** Tell everyone you meet about your job search, pass out business cards, collect names and contact information.
- **Join professional organizations relevant to your field:** Become a member of both state and national organizations to open doors to a larger network.
- **Use LinkedIn, Glassdoor, and company websites to research and apply:** Avoid large job boards if possible and respond immediately to any openings, in your field, that you see.
- **Subscribe to mailing lists and e-newsletters and follow on social media:** Sign up for relevant sites which list jobs, networking information, and events as well as follow company social media pages.
- **Practice interview questions & answers:** Use Glassdoor and other tools to research and be prepared with questions and answers. Practice interviewing on virtual formats like LinkedIn and Big Interview as well as with both friends and career coaches.
- **Do something professional every week:** Do volunteer work, or attend courses, workshops, events, trainings, or presentations.