

Employment Search Preparation Checklist

Use this checklist to guide your job search preparation. Check off each item as you complete it to stay organized and confident throughout your employment search journey.

## Perform a Self-Assessment

* Identify your career goals
* List your strengths, skills, and achievements
* Determine industries and roles that match your background
* Clarify your salary expectations and location preferences

## Review Resume and Cover Letter

* Have a professional review your documents (or use a trusted tool)
* Tailor your resume to each vacancy (keywords, accomplishments, format)
* Create a master resume to pull from for different roles
* Write a strong, personalized cover letter for each application

## Determine your Online Presence

* Update and optimize LinkedIn profile
* Clean up social media (private settings, professional image)
* Create a portfolio or website (for creative or technical roles)
* Join relevant online groups or forums

## Determine the correct Job Search Strategy

* Register on job boards (Indeed, USAJobs, LinkedIn, etc.)
* Set up job alerts for your preferred roles
* Create a spreadsheet to track applications, contacts, interviews
* Apply consistently (set weekly goals)

## Networking

* Optimized LinkedIn Profile
* Reach out to professional contacts or alumni
* Attend industry events (virtual or in-person)
* Inform your network you're job hunting (if appropriate)
* Request informational interviews with people in your desired field

## Interview Preparation

* Practice common interview questions (STAR method for behavioral questions)
* Prepare questions to ask the interviewer
* Research companies thoroughly before interviews
* Plan your interview attire and test your tech for virtual interviews

## Skill Building

* Identify skill gaps and complete relevant certifications or training
* Take online courses (LinkedIn Learning, Coursera, edX)
* Practice technical or role-specific skills (coding, writing, analysis)
* Volunteer or freelance to keep skills sharp and gain experience

## Logistics

* Prepare professional references
* Ensure reliable internet, phone, and work setup (for remote roles)
* Update voicemail and email signature with professional tone
* Review your credit or background (for roles that may require it)