

JOB SEARCHING 101 CHECKLIST & BEST PRACTICES

GROUND RULES

- Take some time to decide where you see your career path going and what types of jobs will help get you there.
- Only Apply to Jobs that are good fits.
- Read the WHOLE Job Posting.
- Don't rush an Application.
- Tailor each Resume & Cover Letter to the Job you are Applying.

JOB TITLES / CAREER PATH INTERESTS

LET'S GET STARTED!

- Career Path & Job Titles Researched. I am confident I know what types of jobs to search for.
- Resume Completed with most current information and career objective.
- Cover Letter Template Created (Design is similar to Resume)
- LinkedIn Created and/or Updated! My Profile has up-to-date information and matches my Resume.
- Accounts set up at Indeed, Glassdoor, and/or other Employment Websites.
- Preference on all Platforms is current (ie. Job Interests, Current Employment, etc.)

WHAT'S NEXT?

Well! If you were able to check everything on the above list, you are ready! Get out there and start applying on all the platforms you've signed up for. Make sure to tailor each application with a fresh Cover Letter. When applicable, you may also need to update your resume (ie. Career Objective, Tailor experience) Happy Job Searching, Friends!

NEED MORE HELP? CHECK OUT THE CALI CAREERS!

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