

Trade School Checklist

Start your job search checklist with you

Step One: Start your job search checklist with you.

- ___ Make a list of your interests, strengths and skills.
- ___ Make a list of your academic, volunteer and work experience.
- ___ Write a brief statement explaining why you are an excellent worker.

Step Two: Figure out where you want to work.

- ___ Write down a few jobs or careers you would enjoy.
- ___ Write down ten companies that you would enjoy working for in those fields.
- ___ Know what kind of job you're qualified for: entry-level, management, skilled work, etc.
- ___ Know your limits: salary requirements, geographic location, hours, etc.

Step Three: Get everything you need for an interview.

- ___ Use the lists you made in step one to make a [resume](#).
- ___ Use the lists you made in step one to write a basic [cover letter](#).
- ___ Find three people who can be your [references](#).
- ___ [Plan answers to common interview questions](#) or attend a mock interview.
- ___ Have at least one very nice, professional-looking ["interview" outfit](#).
- ___ Create a short speech designed to sell yourself to employers.
- ___ Make sure your voicemail message and email address are both professional.

Step Four: Search for jobs!

- ___ Make specific searches for work online using [job search engines](#).
- ___ Upload your resume with job search engines online.
- ___ Go to local places of employment and drop off a resume and cover letter.
- ___ Seek out [career fairs and company recruiters](#).
- ___ Use your friends or network of contacts to search for employment.
- ___ [Follow-up](#) on every job you find as soon as possible.

Step Five: Be proactive.

- ___ Tailor your resume and cover letter to each job you submit them for.
- ___ Always call employers for an interview after submitting your resume and cover letter.
- ___ Always call or email employers just to say thank you after an interview.
- ___ Consult your job search checklist frequently to make sure you are staying on track.

*Source: <https://www.campusexplorer.com/>