**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](https://www.campusexplorer.com/college-advice-tips/CA057D53/Job-Offers-and-How-to-Negotiate-Salary/), 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**](https://www.campusexplorer.com/college-advice-tips/1D4ABB1B/2012-Resume-Tips-and-Checklist/).
\_\_\_ Use the lists you made in step one to write a basic [**cover letter**](https://www.campusexplorer.com/college-advice-tips/19E6D9B1/How-to-Write-a-Cover-Letter/).
\_\_\_ Find three people who can be your [**references**](https://www.campusexplorer.com/college-advice-tips/3E4E327C/Everything-You-Need-to-Know-About-Job-References/).
\_\_\_ [**Plan answers to common interview questions**](https://www.campusexplorer.com/college-advice-tips/1D658F6C/Preparing-for-an-Interview-Your-Job-Interview-Checklist/) or attend a mock interview.
\_\_\_ Have at least one very nice, professional-looking [**“interview” outfit**](http://www.cnn.com/2012/06/25/living/oprah-wear-to-interview/index.html).
\_\_\_ 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**](https://www.campusexplorer.com/college-advice-tips/E240C7CF/The-Internets-Best-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**](https://www.campusexplorer.com/college-advice-tips/861A1AF2/Career-Fairs-and-Professional-Networking/).
\_\_\_ Use your friends or network of contacts to search for employment.
\_\_\_ [**Follow-up**](http://money.usnews.com/money/blogs/outside-voices-careers/2012/08/27/how-to-effectively-follow-up-after-a-job-interview) 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/>