

JOB SEARCH CHECKLIST FOR STUDENTS

The job search can feel overwhelming, so it's helpful to break it into manageable steps. The good news is you don't have to do every step in order. For example, you can start working on your resume before you identify what you want to do. Just start checking off as many of these activities as you can, and you'll find yourself on the way to a great opportunity.

Step 1: Know yourself

- I have identified my personal strengths, skills, interests and values.
- I have made a list of possible job titles/fields of interest.
- I can name two or three careers/jobs I plan to pursue.

Step 2: Know where you want to work

- I have registered with RRCC Career Services Resource Center (<http://www.rrcc.edu/careerservices/>)
- I have researched organizations or companies that hire someone with my skills, interests and background.
- I have researched potential career fields: typical entry-level jobs, typical salaries, best geographic location for jobs, etc.
- I have identified the top three geographic areas where I'd like to live and work.
- I have identified 10 potential employers for the type of work I'm seeking.

Step 3: Get ready for the search

- I have had my resume and cover letter(s) reviewed by a professional in the field or a staff member
- I have prepared a portfolio or work samples to highlight my experience, skills and talent
- I have developed my "30-second speech" for short encounters with employers.
- I have analyzed my education and developed my "major story" for employers.
- I have identified three individuals who will serve as references.
- I have developed my interview skills.
- I have prepared for interviews by practicing my responses to typical questions and/or doing a mock interview.
- I have an interview suit that is appropriate for the field in which I plan to work.
- I have a professional sounding answering machine/voice mail message in case an employer calls.
- I have a neutral/professional e-mail address to give to employers.

Step 4: Start searching

- I regularly check the RRCC career center web site for career opportunities. I read the appropriate job-search resources for my field(s) of interest.
- I have a system for keeping track of my contacts, interviews and other job-search activities.
- I follow up on every interesting job lead immediately.
- I have developed a list of potential networking contacts and keep in touch with them.
- I keep a copy of my resume next to my phone in case I receive a call from an employer.
- I follow-up each cover letter with a phone call or e-mail to the employer requesting a job interview.
- I send thank you letters or e-mails to every person who interviews me

(Adapted from [Job Search Checklist](#))

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