

Job Search Checklist (Exercise 5.6)

Employers expect that you know common ways to look for jobs. This checklist shows you all of these ways.

Directions: Use this list to help you organize your job search. Check off the items on this list as you complete them. Write down your job search resources. Also, list any follow up items. Check this list often. Make sure you don't forget to do any of them.

	Activity	Date Completed	Resources Used	Follow Up / Updates
1	Get Started and Get Help			
2	Learn about Hiring Processes			
3	Build Your Network			
4	Market Yourself			
5	Understand Job Applications			
6	Write Your Resume			
7	Cover Letters and References			
8	Find Employers and Job Openings			
9	Prepare For Interviews			
10	Follow Up After Interviews			
11	Negotiate A Job Offer			