

## CHECKLIST: JOB SEARCH

- Consider what kind of career you want.** Research different career fields to see what interests you.
- Assess your strengths and interests.** You want to choose a career that you'll enjoy and apply to a job that plays to your strengths – this will help you do your best work. Try using a personal assessment tool such as the **ASVAB** to help identify your specific skills.
- Reach out to people you know.** Networking is a great way to find employment. Let your family, friends and neighbors know that you're looking for a job and what interests you.
- Check job postings sites.** The Internet is a huge employment resource. Visit both local and national sites to see all that's available.
- Research companies online.** Some companies post job openings on their company website as opposed to job posting sites. Identify companies you would like to work for and visit the job openings page of their websites.
- Subscribe to industry trade magazines.** Once you have identified your career field of interest, review corresponding industry publications by searching for them online or visiting your local bookstore. Several trade publications feature job listings, and simply reading them will make you more familiar and educated on the field.
- Join career-oriented social networks.** Social networking has become an extremely helpful resource for job hunters and employers alike. It allows you to make more connections, and ultimately betters your chances of finding a contact that can fill you in on or set you up with a career opportunity.
- Create a Résumé.** Having a polished résumé is key to getting a job. Creating your résumé will also help further organize and refine your career goals.
- Create a Cover Letter.** No résumé should be sent out without a cover letter. Craft a cover letter that will make your résumé and candidacy stand out.
- Establish references.** Along with your cover letter and résumé, you will need references. Reach out to past employers, teachers or mentors who can speak to your work ethic and experience.
- Practice Interviewing.** Job interviews will make or break your career search. Prepare for interviews in advance by reading up on best practices and role-playing with a friend.
- Consider using a recruiter.** Recruiters work with companies and organizations to help them find new employees and can sometimes provide you with information on unadvertised jobs.
- Be persistent.** Job searches can sometimes be challenging. Don't get discouraged. Follow up on every lead, and be confident in your abilities.