

Set Up for Success: Job Search Check List

When preparing to look for a job, the following list will help you get started.

1. **Update your LinkedIn**
 - a. Update your experience section.
 - b. Add a recent, professional photo.
 - c. Stuff your profile with keywords that highlight your skills and experience.
 - d. Enable “Open to Work” through your profile section. This alerts recruiters that you’re searching, allowing you to specify desired roles, locations, and availability.
2. **Update your Resume**
 - a. Add all your new and relevant experience. Omit data that is over 10 years old.
 - b. Proofread it!
3. **Listen to your Voicemail Message** – it should be professional and state your name and phone number clearly.
4. **Use or Update an Email Signature** – try using www.wisestamp.com
5. **Set up Job Board Alerts.** Set up keyword alerts and sign up for email lists so you can get the latest job postings delivered right to your inbox.
6. **Plan to Network.** Schedule coffee and lunch with close acquaintances. Email those you haven’t connect with in over 6 months that you are open to new opportunities.
7. **Practice Your Interview Approach**
 - a. Run through your answers to common interview questions. Update stories that highlight your abilities.
 - b. Practice with friends and family.
 - c. Create or update your answer to “Tell Me About Yourself”.
8. **Contact 3-5 people to serve as references.** You want to get their permission in advance and their most updated contact information.
9. Set up a way to **track the jobs** you have applied to and any follow-up needed.
10. Don’t forget a **positive mindset!**

