

JOB SEARCH CHECKLIST

Use this checklist before, during, and after your job search to help find your next opportunity!

BEFORE THE JOB SEARCH

- Define goals
- Brainstorm a list of relevant projects/accomplishments from prior work experience
- Prepare your "elevator pitch"
- Research popular job boards in your area (LinkedIn, Monster, Indeed, etc.)
- Connect with former colleagues, supervisors, and recruiters
- Take a self-assessment/career quiz

APPLYING

- Update/create job seeker profiles on various job boards
- Customize cover letters as needed
- Create a system to track applications, interviews, offers, etc.
- Research the company
- Provide a professional email address

FOLLOW-UP

- Craft professional follow-up and thank you notes
- Continue to learn more by earning certificates, attending industry events/webinars, and networking

UPDATING YOUR RESUME

- Craft your professional summary
- List certifications and software
- Match relevant keywords from job description
- Include bullets that are results-oriented by including specific outcomes
- Give each section a simple subheading
- Ensure your contact information is updated and professional

PREPARE INTERVIEW QUESTIONS

- Day-to-day responsibilities?
- Professional development opportunities?
- Company culture/team dynamics?
- Required skills?
- Technology and programs?
- Metrics and goal tracking?
- Anticipated challenges?



**Human.
Resources.
Consulting.**

recruiting@kmahr.com
www.kmahr.com