

## **JOB SEARCH CHECKLIST**

Like any project, a job search has a series of milestones that you will need to pass on your way to your next job. Below is a quick checklist to help you figure out where you are and what you need to do next. Please bear in mind that you will sometimes go out of order.

- \_\_\_ I am devoting 25-35 hours a week to searching if I am unemployed, 5-10 if I am still working.
- \_\_\_ I have a clearly defined job target that I can describe in no more than 1-2 sentences.
- \_\_\_ I have researched the potential market(s) for the job I seek, and can tell you how the industry is structured, the key players, and where my job usually fits into the mix.
- \_\_\_ I have a target list of organizations that is at least 50, and may be up to 100 companies/organizations.
- \_\_\_ I have researched all of my target companies and compiled a file with information on each company.
- \_\_\_ I have a resume with a strong summary that highlights all the qualifications that are most important for the job I seek.
- \_\_\_ I have an updated LinkedIn profile, written in the 1<sup>st</sup> person, that tells my career story in different language than my resume.
- \_\_\_ I have a “personal commercial” or “tell me about yourself” statement that I can comfortably deliver in 60-90 seconds.
- \_\_\_ I have a draft cover letter/email.
- \_\_\_ I have tapped my existing network and made new connections to identify contacts in each of my target companies.
- \_\_\_ I have converted my initial contacts in each target company into contacts at my level.

- \_\_\_ I have converted my “at-level” contacts in each target company into contacts with a hiring manager.
- \_\_\_ I am making at least 20 NEW contacts a week.
- \_\_\_ I have at least two interviews or networking calls scheduled per week.
- \_\_\_ I HAVE A JOB!!!