

Job Search Checklist

- Determine where you will look for work and be consistent. Looking for a job is a job itself. Set up goals and a system for looking for jobs, keep track of networking contacts and jobs for which you have applied. Be sure to use the non-traditional job market to your advantage.
- Get help from employment assistance agencies such as your state vocational rehabilitation agency or local non-profit agencies that offer services. Never be afraid to ask for help if you need it.
- Cover letter: A cover letter should explain what you can do for a potential employer. Explain how the skills listed on your resume will benefit the employer. Be sure to close with a request for an interview.
- Job-specific resume: Tailor your objective, skills, training and experience to each job for which you are applying.
- Verify contact information: Make sure all of your contact information is correct. If you are moving or are unsure of the stability of your contact information, list a relative or friend's information. Make sure your voicemail message is professional, clear and to the point.
- Social Networking: Make sure to clean up your Facebook, Twitter, MySpace and any other sites associated with your name. Employers may check these sites to develop a first impression.
- Career portfolio: If possible, create a portfolio of accomplishments, letters of recommendation, a more descriptive resume with references and anything else that reflects your abilities and skills.
- Practice your phone script to ensure that you sound confident and do not forget important information.
- Prepare for an interview: Be ready to interview with a clean, conservative, and professional set of interview clothes. Be well groomed -- get a haircut, trim facial hair. Do not wear strong cologne or perfume, and make sure your jewelry is simple and non-distracting. Know where the interview is located and arrive early.
- Thank you note: Send post-interview
- Don't get discouraged! Be confident in your skills and know that the right job is waiting for you if you look for it.

