

JOB SEARCH CHECKLIST

Resume

Create a resume that showcases your knowledge, skills, abilities, education, and experience that are RELATED to the job you are hoping to get.

Cover Letter

Cover Letters should be tailored to EACH position you apply to; however, it helps to have a basic foundation already written that you can adjust for each job you apply to. Cover Letters are not always required, but they can help set you apart from your competition, and they are valuable real estate you can use to further communicate your value, skills, and qualifications with the employer.

References

Employers will almost always ask you for references. It's good to have a list of 3 or 4 people who could be a good reference for you to use. This list should be on its own document (separate from your resume) and consist of their first and last name, email address, phone number, and maybe their job title or how you know them. These need to be mostly professional references – not friends and not family members. Also, you must ask these individuals for their permission BEFORE you list them as a reference.

Portfolio

A career portfolio is a compilation of documents that help you further demonstrate your skills and abilities. A basic portfolio will have a minimum of a resume, a cover letter, and a list of references. To make the portfolio valuable, it should also include a collection of samples/examples from projects you've worked on (either from school, on your own, or from a job that you've done), awards or recognitions that you've earned related to your career or education (Dean's List, Employee of the Month, etc.), and certificates or licenses you may have in your field. Portfolios can be physical documents or digital.

30-Second Elevator Pitch

It's important to know what skills and experience you have in your field, but it's equally important to be able to communicate those skills with potential employers. An elevator pitch is typically a quick 30-second spiel about what skills and value you bring to the table. Having an elevator pitch gives you a chance to practice and perfect how you communicate your skills to a potential employer and prepares you for any unexpected conversations that come up that could lead to a new job. For more information about elevator pitches, we recommend watching the following videos:

- Elevator Pitch Overview: https://www.youtube.com/watch?v=Lb0Yz_5ZYzI
- Another "how to make an elevator pitch": <https://www.youtube.com/watch?v=Noowl0ydDvA>
- Elevator pitches for students: <https://www.youtube.com/watch?v=aDt6cukCz7k>

A Way to Keep Track of Jobs you Apply to

The job search process usually consists of job seekers applying to multiple positions. We strongly recommend keeping a list of what you have applied to with notes about when you or the employer last followed up. This way you can track and know where you are in the process, and also it helps you to be better prepared when an employer calls you for an interview, you can know exactly what position they are referring to. Some students use a spreadsheet or a running list with details.

