

# YOUR JOB SEARCH CHECKLIST

## **JOB SEARCH PREP**

- ☐ MAKE A SHORT LIST OF JOB TITLES AND SECTORS YOU'RE GENUINELY INTERESTED IN.
- ☐ UPDATE YOUR LINKEDIN PROFILE AND ADD A RECENT, PROFESSIONAL PHOTO.
- ☐ TAKE A MOMENT TO CHECK THAT YOUR EMPLOYMENT DATES MATCH ON BOTH YOUR CV AND LINKEDIN.
- ☐ VISIT COMPANY WEBSITES DIRECTLY TO LOOK FOR OPEN POSITIONS.
- ☐ SIGN UP FOR JOB ALERTS ON JOB BOARDS AND COMPANY WEBSITES SO YOU DON'T MISS NEW OPPORTUNITIES.

## **APPLICATION PREP**

- ☐ READ EACH JOB DESCRIPTION CAREFULLY AND NOTE THE SKILLS OR EXPERIENCE THE EMPLOYER IS LOOKING FOR.
- ☐ UPDATE YOUR CV TO MATCH THE MOST RELEVANT KEYWORDS AND SKILLS FROM EACH JOB POSTING.
- ☐ ADJUST YOUR COVER LETTER FOR EACH APPLICATION, MENTIONING THE COMPANY AND EXPLAINING WHY THE ROLE INTERESTS YOU.
- ☐ GIVE SPECIFIC EXAMPLES OR NUMBERS TO SHOW YOUR ACHIEVEMENTS.
- ☐ DOUBLE-CHECK APPLICATION INSTRUCTIONS (SUCH AS FILE FORMAT OR SUBJECT LINE) BEFORE SUBMITTING – SMALL DETAILS MATTER.

## **INTERVIEW PREP**

- ☐ RESEARCH THE EMPLOYER SO YOU FEEL MORE PREPARED.
- ☐ PRACTISE ANSWERING COMMON INTERVIEW QUESTIONS TO BUILD CONFIDENCE.
- ☐ THINK OF TWO OR THREE REAL EXAMPLES FROM YOUR EXPERIENCE THAT SHOW YOUR STRENGTHS.
- ☐ PREPARE QUESTIONS TO ASK THE INTERVIEWER ABOUT THE ROLE OR COMPANY.
- ☐ IF THE INTERVIEW IS ONLINE, TEST YOUR TECH IN ADVANCE AND CHOOSE A QUIET, COMFORTABLE SPACE.