

# 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.