

Job Search Checklist

1.

Getting Started

- Develop and refine application materials (resume and cover letter)
- Brainstorm a list of people in your network that may have connections in the field
- Compile a list of your accomplishments and/or experiences
- Research a list of target companies you would like to learn more about

2.

Preparing

- Set-up a professional email address, email signature, and voicemail greeting
- Practice an introduction to, "Tell me a little about yourself."
- Create a list of jobs that you are interested in learning more about
- Update job site profiles on LinkedIn and CyHire
- Practice answering behavioral and skill focused job interview questions
- Review job descriptions you are interested in and identify key words
- Tailor your resume to each job you apply to by adding key words

3.

Experience

- Connect with your network of people who may know of openings in the field
- Research average salary, company culture, and connect with Iowa State Alumni who work for your target company
- Set alerts to be notified of new opportunities when they become available
- Attend industry events, webinars, and schedule informational interviews
- Stay active on job sites by posting, connecting with people, and exploring company websites
- Participate in Career Services programming in preparation for your job search

4.

Achieving

- Have printed copies of your resume when you attend career events
- Create a system for tracking job applications (Excel sheet, notes in your phone, etc)
- Save a copy or picture of the job description for the jobs you apply for reference
- Block time on your calendar for all job-search related activities