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