

The Ultimate Job Search Checklist:



1. List of Roles:

- Make a list of roles and industries you're interested in

2. Job Boards:

- Make a list of job boards to search

3. Roles & Potential Job Postings:

- Make a list of roles that you are interested in and potentially would like to apply to
- Scan each job posting & make a list of the most important words & skills.
- Select words that apply to your skills, experience, and job history and make a list

4. LinkedIn Profile:

Update LinkedIn Profile. Things to include:

- | | |
|----------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Headline | <input type="checkbox"/> Volunteer Experience |
| <input type="checkbox"/> Summary | <input type="checkbox"/> Skills & Endorsements |
| <input type="checkbox"/> Professional Experience | <input type="checkbox"/> Recommendations |
| <input type="checkbox"/> Education | <input type="checkbox"/> Accomplishments |
| <input type="checkbox"/> Licenses & Certifications | |

5. Cover Letter:

- Create an outline and include a few of the most salient points from your resume that are important for the roles you are applying to
- Also include how your education and/ or experience suit the requirements of the position.
- Lastly, a few points from your resume to explain what you could contribute to the position/ organization.

6. Value Alignment:

- Make a list of what you are looking for in a company and in a role
- Make a list of your non-negotiables and values to align for the company and the role

7. Update Documents:

- Write / Update Resume
- Write content to update LinkedIn Profile
- Write Cover Letter

8. Edit Documents:

- Edit and proofread your documents
- Update your LinkedIn Profile

9. Job Alerts:

- Update Resume on all Career Sites
- Set up Job Alerts

10. Goal Setting

- Set goals (how many jobs to apply to daily, weekly, monthly)

NOTES :

GOT ANY QUESTIONS?

SEND A MESSAGE AND LET'S GET TO WORK!

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