

Job Search Readiness Checklist

Self Awareness

- Identify skills, values, interests, personality factors, goals, education and experience.
- Target specific jobs and career interests.
- Meet with Director of Career Development.

Target Potential Employers

- Identify appropriate research materials for your career field.
- Develop list of employer contacts.
- Reviews sources for leads on a daily basis.
- Develop a marketing letter.

Develop Job Search Strategies

- Develop a list of contacts for networking.
- Conduct informational interviews and follow up appropriately.
- Plan daily and weekly job search activities.
- Establish an effective record keeping system to monitor progress.
- Dedicate several hours each week to your job search to get results.

Resume

- Build your resume at Optimal Resume <http://defiance.optimalresume.com>
- Have several kinds of resumes for different industries/fields.
- Have resumes that are getting response from employers.
- Print resumes onto quality paper.
- Upload resume at College Central Network www.collegecentral.com/defiance

Cover Letters

- Create your letter at Optimal Letter <http://defiance.optimalresume.com>
- Select proper format and personalize each letter.
- Type and proofread each letter before mailing.
- Research and address letter to hiring authority.

Credentials

- Obtain letters of recommendation from employers and faculty.
- Have a list of references available.
- Have portfolio ready of appropriate materials for your field.

Interview Skills

- Practice your presentation skills at Optimal Interview <http://defiance.optimalresume.com>
- Know why employers hire
- Select appropriate attire for interviews
- Research the organization with which you have an interview.
- Know how to negotiate salary.
- Write thank you letters.