

Job Seeker's Checklist

Note: The process of searching for a job is one that should be highly organized and planned. The process outlined below is one that is thorough and persistent, and supplies a company of interest every possible opportunity to review your qualifications. This process also helps to prevent these companies from dropping your credentials into a filing system or the trash without carefully examining your résumé. It is helpful to print and mark off each step as they are completed .

- Step 1.** Identify potential companies that interest you. These are companies that may offer positions comparable to those that would interest you whether advertised or not. Create an entry in the log for each of these companies with all available information you can find.
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- Step 2.** Identify companies that are actively advertising positions that interest you. Create an entry in the log for each of these companies with all available information that you can find. Try going to their website or look them up by other means to find out as much as possible about these companies.
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- Step 3.** Carefully read through job advertisements to identify common requirements among the companies/positions that interest you. This should be done according to the most basic skills and work your way up to more advanced skills.
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- Step 4.** List these requirements from least important to most important or most demanding requirements. Now, go down the list and determine which of the key skills you possess. Of the skills that you possess, start with the most advanced qualifications and make sure that these qualifications are mentioned in the upper ½ of the first page of your résumé. Bullets can be rearranged or words can be added to existing statements, but these qualifications must have mention in this section. Do not re-write your résumé or add content that is not complimentary to the rest of the résumé to do this. The résumé likely has this information already if you have accurately selected jobs that you possess interest and are moderately qualified for.
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- Step 5.** If various positions differ greatly in requirements or fall into two of more groups of similar companies/jobs, it is a good idea to use a certain résumé for one group and another copy for another group. A subtle change such as re-arranging sentences to fall in an order so that the content of interest is mentioned first is suitable in most cases.
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- Step 6.** Print your résumé on a quality 24lb paper that is light in color. For best results, take your résumé to a professional printing center on diskette to have them laser print your résumé. Get matching full-page size 9½ x 12 envelopes. If you're able to print addresses directly on the envelopes or can print labels to address the envelopes with it will look more professional than hand-written envelopes. Be sure to include the contact person's name if available just below the company name and above the address so that it is delivered directly to the intended recipient. Mail all of your résumés out at once, ensuring that each company has the appropriate copy enclosed.
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- Step 7.** Allow 2 days for local delivery, and four business days for the rest of the addresses you have sent your résumé to. On the anticipated day of arrival of your résumé, send a copy by email and announce the arrival of the hard copy in the mail. It is best if your email goes out the day before or the exact day that your résumé arrives. Mention in the email that you will follow up with them by phone on a specified day and state whether you will call in the morning or afternoon. You should call no later than three business days after your résumé arrives.
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- Step 8.** Make follow up calls with your résumé and the advertisement (if available) in hand. If you have to make another follow up call next week, ask them if you may contact them next week to see how their selection process is going if there has been no decision made at that time. Continue process until you have an answer, interview or rejection letter. Befriend the person you are calling, call them by their first name after the first call and keep your résumé copies handy at all times during the process so that you are better prepared if they should call you unexpectedly.
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Good Luck !