



Name: _____

Student ID No.: _____

Date: _____

OFFICE OF CAREER SERVICES
JOB SEARCH CHECKLIST

The job search can feel overwhelming, so it's helpful to break it into manageable steps. The good news is you don't have to do every step in order. For example, you can start working on your resume before you identify what you want to do. Just start checking off as many of these activities as you can, and you'll find yourself on the way to great opportunity.

You can receive assistance for every one of these steps through the Office of Career Services. And you don't have to do it all during business hours – start by checking our website www.careerservices.ltu.edu for lots of links and helpful information. Additionally, attend one or more of our career workshops.

Step 1: Know Yourself

(Please check all that apply)

- I have identified my personal strengths, skills, interests and values.
- I have made a list of possible job titles/fields of interest.
- I can identify two or three careers/jobs I plan to pursue.

Step 2: Know Where You Want to Work

(Please check all that apply)

- I have researched organizations or companies that might hire someone with my skills, interests, and background.
- I have researched potential career fields, typical entry-level jobs, typical salaries, best geographic locations for jobs, etc.
- I have identified 10 potential employers for the type of work I am seeking.

Step 3: Get Ready for the Search

(Please check all that apply)

- I have registered with www.lawrencetech.net.
- I have had my resume and cover letter(s) reviewed by a career services staff member.
- I have prepared a portfolio or work samples to highlight my experience, skills and talent.
- I have developed my "one-minute pitch" for short encounters with employers.
- I have identified three professionals who will provide references.
- I have developed my interviewing skills.
- I have prepared for interviews by practicing my responses to typical questions and/or doing a mock interview.
- I have identified questions that I can ask an employer on an interview.

(OVER)

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Step 4: Start Searching

(Please check all that apply)

- I have uploaded my resume to the career services portion of www.lawrencetech.net.
- I regularly check the career center website and/or the bulletin boards outside the Office of Career Services for career opportunities and events.
- I have a system for keeping track of my contacts, interviews, and other job-search activities.
- I follow up on every interesting job lead immediately.
- I have developed a list of potential networking contacts and keep in touch with them.
- I include a customized cover letter with every resume that I submit to an employer.
- I follow-up each cover letter with phone call or e-mail to the employer requesting a job interview.
- I send thank you letters or e-mails to every person who interviews within 24 hours after the interview.

Step 5: Address Issues to Encourage Success

(Please check all that apply)

- I would like to learn more about dealing with stress.
- I would like to learn more about handling worry or anxiety.
- I am uncomfortable in social situations and would like to increase these skills.
- I would like to address a personal issue with a confidential counselor

Your Goals. Please tell us of any other goals you have or how else the office of career services can help you achieve your career objectives?