



10 Point Job Search Checklist

This checklist can also be used for those who want to take the opportunity to grow their career or pivot to something new. After all, I think it's been made pretty obvious lately that life is too short to waste doing something you don't love!

The good news is that there are jobs out there, the key is to optimize all you do so that you stand out from the crowd. Most important is to have a career plan written down that you can follow and take small steps every day to execute on it. Looking for a job can be a full time job in itself (and quite laborious at times) but if you work the plan you will be happy with the results!

Here are 10 quick things you can work on to make sure you put your best foot forward and are headed in the right direction:

- 1. List your passions and check to see if you are pursuing them**
- 2. Itemize your value**
- 3. Clarify the industry, company & job you want to work in**
- 4. Update your resume so it tells your story well**
- 5. Optimize your cover letter to highlight your best strengths**
- 6. Check that your LinkedIn profile will represent you well to recruiters & hiring managers**
- 7. Create a networking plan**
- 8. Create an interview plan**
- 9. Look for an accountability partner, friend or coach to keep you on task**
- 10. Make time for self-care during the job search**

Obviously, there are a lot of steps within each of these points and we can get into more detail if you'd like. A job search can also be discouraging but try and keep in mind that all those nos just bring you that much closer to a 'yes', and it's usually the job you've wanted all along!