

# Career Search Checklist

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## Explore your Options

- ☐ What can you do with your major?
- ☐ What can you offer to an employer?
- ☐ Where do you see yourself in the future?
- ☐ Is there a certain place you'd like to work?
- ☐ What would you like to accomplish with your first job?

## Research Organizations and Careers

- ☐ What are common job titles for the field in which you'd like to work?
- ☐ What are common qualifications?
- ☐ Which organizations hire for jobs you'd like to get?
- ☐ Is there room for advancement in the companies you're looking at?

## Improve your Professional Presence

- ☐ Do you have a complete and professional-looking profile on LinkedIn?
- ☐ If you're looking for an art or writing job, do you have an online portfolio accessible to employers?
- ☐ Do you have potentially job-threatening information or photos on your social media accounts (Facebook, Twitter, etc.)?
- ☐ Do you own proper interview attire?

## Gather Application Materials

- ☐ Do you have a standard resume that you'll use as a guideline every time you apply for a job?
- ☐ Do you have a solid list of references to give to employers?
- ☐ Are your references aware of your recent work, and did they give permission for you to give out their information?
- ☐ If the job requires, do you have a compilation of work (designs, writing samples, etc.) that you can give to an employer?

## Start Looking for Opportunities

- ☐ Have you compiled a list of contacts to help you in networking efforts?
- ☐ Are you using all the job-searching resources available to you?
- ☐ Have you checked with faculty members to see if they know of any opportunities?
- ☐ Have you asked your career counselor if they have recommendations on where to begin?
- ☐ Did you attend our Career Fair in the spring to talk to potential employers?

## Narrow In and Apply

- ☐ Have you created a new resume for every position, tailoring your qualifications to each?
- ☐ Did you include a customized cover letter with your application?
- ☐ If required, did you include a list of dependable references?
- ☐ Did you double-check your application, making sure it is complete and free of errors?