**Job Search Checklist**

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**I. RESEARCH JOB TITLES AND POSITION ANNOUNCEMENT**

**with Vicki Lind**

* **Identify possible job** titles and/or **Keywords** that match your current skills and expertise

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* **Learn to use Indeed.com** to locate appropriate position announcements.
* **Use LinkedIn's** Jobs search function.
* **Identify additional job sites** most likely to post in your field and review regularly.

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* **Research desirable employers** (20+)

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**II. PREPARE RESUME AND LINKEDIN PROFILE**

**with Ursala Garbrecht**

* **Target your resume** to a specific job announcement, using key words and requirements.
* **Write a compelling cover letter.**
* **Create a LinkedIn Profile** and build your network to 100+ contacts.

**III. NETWORKING: IN-PERSON OR LINKEDIN**

**with Vicki Lind**

* **Create a basic message** for in-person or LinkedIn networking.
* **Stay in touch with connectors** in your network who may hear of job openings.
* **Get to know your targeted employers** by networking with past or current employees.
* **Volunteer and/or an intern** strategically to build contacts in your field.
* **Join and participate in professional organizations or groups** that match your career objective(s). Consider a mix of live meetings and LinkedIn groups.

**IV. APPLY AND INTERVIEW CONFIDENTLY**

**with Vicki Lind or Ursala Garbrecht**

* **Customize each** resume, especially the Summary at the top of EACH resume.
* **Customize each cover letter** and include your knowledge of the company.
* **Contact LinkedIn connections** who may know the decision makers in the company.
* **Develop PAR (Problem, Action, Results) stories** to use in the interview.
* **Practice Interviewing**