

Job Search Checklist



Step 1 – Getting Ready

- Draft a resume
- Draft a cover
- Make an appointment with C.S. Director
- Target geographical area/s
- Target areas of concentration
- List of employers
- Contact names
- Have resume/cover letter reviewed by a faculty member and C.S. Director

Step 2 – Preparation

- Set up a few mock interviews
- Practice answering interview questions
- Make a list of questions to ask an employer

Step 3 – When you get an interview

- Research that employer!!
- Put together a list of specific questions for that employer

Step 4 – Follow-up

- Call employers who have not responded
- Set interview times with positive response letters
- Send thank-you letters after interviews

Final Step – Very Important Step!!!

- Inform Career Services when you have interviews and when you accept an offer