

# Job Search Checklist

For 2022

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## GATHER THESE FIRST

- Portfolio of work samples & evaluations
- List of 100+ people you know
- 25 accomplishment stories
- List of 30-50 target companies (anywhere)

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## JOB SEARCH TOOLS & SETUP

- Professional email address
- Email signature block
- Voicemail greeting
- 10-30-60 second Elevator pitch
- List of appropriate job titles
- Zoom account profile
- LinkedIn profile
- Personal marketing plan
- Practice answering job interview questions
- Cover letter/thank you letter templates
- Networking email templates
- Targeted, focused resume for every job

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## ACTIVITIES

- Reach out to 100+ people you know and share what you are looking for
- Identify and reach out to 1<sup>st</sup> & 2<sup>nd</sup> degree connections inside target companies
- Set alerts on career pages at target companies
- Search for “Remote” opportunities
- Attend industry events, webinars, etc.
- Stay active on LinkedIn (post regularly)
- Enlist a job search accountability partner

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## GET ORGANIZED

- System for tracking job applications
- Spreadsheet or tool for tracking networking & follow-up
- Block Time on your calendar for all job search related activities

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## POSITIVE MIND SET

- Allocate time for your interests
- Invest in learning new skills