

JOB SEARCH CHECKLIST

For 2024

GATHER THESE FIRST

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

JOB SEARCH TOOLS & SETUP

- Professional email address
- Email signature block
- 10-30-60 second Elevator pitch
- LinkedIn profile
- 3-5 References
- Personal marketing plan
- Use AI to draft cover letters, thank you and networking email messages
- Targeted, focused updated resume
- Video call account profile (Zoom, Teams, Meet)

ACTIVITIES

- Reach out to 100+ people you know and share exactly what you are looking for
- Identify and reach out to 1st & 2nd degree connections inside target companies
- Set alerts on career pages at target companies
- Search for all categories of opportunities
- Use multiple job boards
- Attend industry events, webinars, etc.
- Become active on LinkedIn (comment and/or post regularly)
- Begin practicing for interviews

GET ORGANIZED

- System for tracking job applications
- Track networking & follow-up
- Block time on your calendar for all job search related activities

POSITIVE MIND SET

- Allocate time for your interests
- Invest in learning new skills
- Enlist a job search accountability partner