

JOB SEARCH CHECKLIST

For 2025

GATHER THESE FIRST

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

JOB SEARCH TOOLS & SETUP

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

ACTIVITIES

- Reach out to 100+ people you know & share exactly what you are looking for
- Announce your job search on LinkedIn (and other social media)
- Identify and reach out to 1st & 2nd degree connections inside target companies
- Use job boards + niche boards + recruiters
- Set alerts on career pages at target companies
- 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 personal interests
- Invest in learning new skills
- Enlist a job search accountability partner