

# JOB SEARCH CHECKLIST

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*Finding a job is a process that requires extensive time and effort. Use this checklist to keep track of the steps you have already completed, and then plan for the rest. Contact the Career Center if you need assistance with any aspect of your job search.*

- Identify the types of positions and organizations that interest you, as well as the skills and background needed for that type of work.
- Determine your preferred geographic location (if location is important to you).
- Educate yourself with up-to-date information about targeted positions and organizations.
- Ask a minimum of three people (e.g., supervisors, professors) to serve as references.
- Make sure that your e-mail address and voice mail greeting are professional.
- Bring your resume and cover letter to the Career Center to obtain feedback.
- Customize your resume and cover letter to each potential position.
- Assemble a portfolio with examples of your work (optional).
- Design a job search plan with measurable goals.
- Create an account on Handshake ([calvin.joinhandshake.com](http://calvin.joinhandshake.com)), an online job posting system available through the Career Center.
- Search and apply for jobs online, but do NOT invest all your time there. Only a small percentage of open positions are actually filled solely through online postings; therefore, you should be spending the majority of your time tapping into the “hidden” job market through networking and personally calling/visiting potential employers.
- Develop a “networking statement” – a concise description of your educational and work background, as well as the type of position in which you are interested and for which you are qualified.
- Network, starting with people you already know (friends, family, past supervisors and co-workers, professors, neighbors, church members). Share your “networking statement” with them and ask for advice, determine if they know of any openings that match your interests and qualifications, or if they know of other individuals who work in your desired field.
- Continue networking with individuals recommended to you.
- Keep records of all contacts made and resumes sent. Follow-up as appropriate.
- Own or have access to professional clothes to wear to an interview.
- Prepare for interviews by completing a practice interview with the Career Center.
- Send thank you notes after each interview.
- Check the Career Center website ([www.calvin.edu/go/career](http://www.calvin.edu/go/career)) for a schedule of upcoming career fairs and on-campus recruiting events.
- Attend career fairs and on-campus recruiting events.
- Use a combination of job search strategies (e.g., Internet, networking, career fairs, etc.) in order to be most effective.
- Be patient and keep a positive attitude!