

# JOB STRATEGY CHECKLIST

## **PREPARATION**

- Set a career goal and a target date for accomplishing my goal
- Narrow down the types of positions I am seeking
- Prepare a resume that accurately reflects my skills and experience
- Make an appointment with Career Services and speak with an advisor
- Upload my resume into Handshake
- Learn to write appropriate and targeted cover letters

## **RESEARCH**

- Identify employers in my field and in my desired location(s). (Aim for top 3)
- Narrow list of employers to those in which I am most interested. (Aim for top 10)
- Research the employers: products, services, competitors, current events
- Keep all information about employers in a well-organized system

## **NETWORKING**

- Make a network list of people who might be able to help with my job search. (Family, friends, parents of friends, professors, etc.)
- Actively try to meet new people to add to my network list
- Develop a 30-60 second introductory speech/pitch
- Schedule informational interviews and volunteer opportunities.
- Attend UD Career Fairs and look for local career fairs in my area of interest
- Utilize online social networking sites, such as LinkedIn

## **IMPLEMENTATION**

- Review the job listings in Handshake and share my resume with employers
- Search Handshake for on-campus recruiting opportunities
- Upload my resume on Monster.com, CareerBuilder, Indeed, etc.
- Look for job listings and upload resume on industry-specific job sites
- Contact the Chamber of Commerce in my city of interest to find local job search resources and employers
- Send resumes to companies of interest
- Check out jobs in city, county, state and federal governments, public utilities, social service agencies and court systems
- Write thank you notes to interviewers
- Apply with employment agencies
- View the websites of universities in your geographical area of interest
- Accept the job!

