

CAREER SERVICES

Job Search Worksheet

PLAN IT OUT

- Identify 5 tasks, responsibilities, or values that you want in a job
- Make a list of 5 job titles that interest you
- Begin to develop a list of companies that you want to work at
- Make a list of regions/locations you would want to work/reside in

SEARCH IT

- Purplebriefcase.com, Indeed.com, Monster.com, Glassdoor.com, LinkedIn.com
- Identify field specific job boards to check frequently
- Bookmark specific companies Career Opportunities web pages
- Search by:
 - Job titles/fields
 - Region/location
 - Entry level
- Save searches/create profiles to be notified of openings

APPLY TO IT

- Employment history questions are frequently part of job applications. Keep track of this information ahead of time by creating a reference document with the following information for each job/internship you have completed
 - Position/Title
 - Employer/Organization and Address
 - Supervisor Name, Title, and Contact Information
 - Dates of Employment
 - Major Responsibilities and Accomplishments
 - Salary
 - Reason for Leaving
- Develop a cover letter tailored to the job and organization
- Tailor resume and incorporate key words and skills found in the job description
- Keep a record of:
 - What jobs you applied to
 - When application was submitted
 - The company and the point of contact
 - Method of discovery

EXPAND, REVISE, FOLLOW-UP

- Send follow-up email or call if no response between 2-4 weeks
- Get ready for next steps including the interview
- Attend professional events to network
- Assess the successfulness of your job search/application efforts
 - Find strengths and areas of improvement

