

Job Search Checklist

Break down your job search into manageable steps.

Career and Transfer Services can help you throughout the process. Make an appointment or visit us [online!](#)

Getting Ready for the Job Search

- Create resume.** Check out our [resume template](#). Watch [our video](#) on how to create a compelling resume.
- Make cover letter.** Check out our [cover letter template](#).
- Set up LinkedIn profile.** Watch [our video](#) on how to create a LinkedIn profile.
- Request and prepare at least three individuals to be professional references** (professors, supervisors, colleagues).
- Set up professional email address.**
- Set up voicemail** and create professional voicemail greeting.
- Obtain a professional outfit.** Check out the [Career Closet](#) on campus for free professional clothing.
- Practice with a mock interview.** Check out [common interview questions](#). Watch [a video](#) on virtual interview tips.
- Register on College Central Network** and upload resume. Visit [College Central Network](#).
- Clean up all of your social media.**
- Create Indeed profile.**
- Write and practice an elevator pitch.**

R. 06/22

Job Searching

- Attend Job Fairs.** Watch [our video](#) on how to prepare for a virtual job fair.
- Begin building network.** Watch [our video](#) on networking.
- Apply to job postings.** Watch [our video](#) on how to job search and [this video](#) on job searching for recent grads.
- Prepare for each interview** by researching the company and the interviewers.
- Create a list of questions** to ask during the interview.
- Create spreadsheet to track jobs** applied to and their status.
- Follow up after job interviews** with thank you emails.
- Negotiate job offers.** Check out [negotiating a job offer](#).



Visit owens.edu/career or scan the QR code for the full listing of links and resources in this document.

Career & Transfer Services

(567) 661-2387 | careerservices@owens.edu | owens.edu/career

in Owens Community College-Career Services  @OwensCareers and @OwensStudEmploy

Your Success Starts Here.

