

[HTTPS://CAREERIMPROVEMENT.CLUB](https://careerimprovement.club)

# *JOB SEARCH CHECKLIST*

TICK ALL **30** TO ACHIEVE CAREER SUCCESS

- |  |  |
|--|--|
| <input type="checkbox"/> IDENTIFY CAREER GOALS       | <input type="checkbox"/> UPDATE CV                   |
| <input type="checkbox"/> SPELL CHECK CV              | <input type="checkbox"/> GET YOUR CV PROOF READ      |
| <input type="checkbox"/> ENSURE CV LAYOUT IS CLEAR   | <input type="checkbox"/> UPDATE LINKEDIN PROFILE     |
| <input type="checkbox"/> WRITE A COVER LETTER        | <input type="checkbox"/> UPLOAD CV TO THE CLOUD      |
| <input type="checkbox"/> DEFINE SALARY REQUIREMENTS  | <input type="checkbox"/> DEFINE LOCATION BOUNDARIES  |
| <input type="checkbox"/> CLEAN SOCIAL MEDIA          | <input type="checkbox"/> CONTACT RELEVANT RECRUITERS |
| <input type="checkbox"/> RESEARCH JOB SEARCH WORDS   | <input type="checkbox"/> REGISTER WITH JOB SITES     |
| <input type="checkbox"/> CONFIGURE JOB ALERTS        | <input type="checkbox"/> CONFIGURE GOOGLE ALERTS     |
| <input type="checkbox"/> BRUSH UP ON INTERVIEWING    | <input type="checkbox"/> ADVANCE BOOK TIME OFF WORK  |
| <input type="checkbox"/> PLAN YOUR WARDROBE          | <input type="checkbox"/> GET A HAIRCUT               |
| <input type="checkbox"/> PRINT A HIGH QUALITY CV     | <input type="checkbox"/> BUY A NEW NOTEPAD & PEN     |
| <input type="checkbox"/> SCHEDULE TIME FOR SEARCHING | <input type="checkbox"/> RESEARCH FAVOURED COMPANIES |
| <input type="checkbox"/> APPROACH FAVOURED COMPANIES | <input type="checkbox"/> RECORD A PROFESSIONAL VMAIL |
| <input type="checkbox"/> ADD LINKEDIN CONNECTIONS    | <input type="checkbox"/> UPDATE JUNK FOLDER RULES    |
| <input type="checkbox"/> OBTAIN REFERENCES           | <input type="checkbox"/> BE POSITIVE                 |