

JOB SEARCH CHECKLIST

TICK ALL **25** TO ACHIEVE JOB SEARCH SUCCESS

CAREER PLANNING

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|--|---|
| <input type="checkbox"/> IDENTIFY CAREER GOALS | <input type="checkbox"/> 60 SECOND ELEVATOR PITCH |
| <input type="checkbox"/> DEFINE LOCATION CRITERIA | <input type="checkbox"/> DEFINE YOUR SALARY |
| <input type="checkbox"/> RESEARCH 100 TARGET COMPANIES | |

JOB SEARCH PREP

- | | |
|--|---|
| <input type="checkbox"/> JOB TITLE / KEYWORD RESEARCH | <input type="checkbox"/> UPDATE / CREATE RESUME |
| <input type="checkbox"/> SPELL CHECK / PROOF RESUME | <input type="checkbox"/> PROFESSIONAL EMAIL ADDRESS |
| <input type="checkbox"/> CREATE EMAIL AUTOSIGNATURE | <input type="checkbox"/> RECORD PROFESSIONAL VMAIL |
| <input type="checkbox"/> WRITE A COVER LETTER TEMPLATE | <input type="checkbox"/> CLEAN SOCIAL MEDIA |
| <input type="checkbox"/> UPDATE LINKEDIN | <input type="checkbox"/> PRINT HIGH QUALITY RESUME |

ACTIVITIES

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| <input type="checkbox"/> CONFIGURE JOB / GOOGLE ALERTS | <input type="checkbox"/> TARGET 100 EMPLOYERS ON LI |
| <input type="checkbox"/> ADVANCE BOOK TIME OFF WORK | <input type="checkbox"/> ASSIGN TIME TO SEARCH DAILY |
| <input type="checkbox"/> OBTAIN REFERENCES | <input type="checkbox"/> PRACTICE INTERVIEWING |
| <input type="checkbox"/> CREATE AN INTERVIEW SLIDE DECK | <input type="checkbox"/> REGISTER WITH JOB BOARDS |

MENTAL HEALTH

- | | |
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| <input type="checkbox"/> ALLOW DOWN TIME TO RELAX | <input type="checkbox"/> INVEST IN LEARNING |
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