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JOB SEARCH CHECKLIST

PREP

- □ Identify career interests and ideal roles.
- □ Update your resume and tailor cover letters.
- $\hfill\square$ List target companies and industries.
- $\hfill\square$ Optimize LinkedIn and clean up social media.
- □ Create or update your portfolio (if needed).
- □ Update your job board profiles.
- □ Know your salary by market research for your location and job.

APPLY

- □ Set up job alerts on job boards and company websites.
- □ Research the company, job role, and salary expectations.
- \square Apply to 20-40 roles per week with a tailored resume.
- □ Network with professionals and attend industry events.
- \square Follow up on submitted applications after 7 days.

INTERVIEW

- $\hfill\square$ Practice common interview questions.
- $\hfill\square$ Send thank-you emails after interviews.
- □ Continue networking and applying while waiting for responses.
- \square Review and negotiate job offers.

