



# JOB SEARCH CHECKLIST

## PREP

- ☐ Identify career interests and ideal roles.
- ☐ Update your resume and tailor cover letters.
- ☐ List target companies and industries.
- ☐ 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.
- ☐ Apply to 20-40 roles per week with a tailored resume.
- ☐ Network with professionals and attend industry events.
- ☐ Follow up on submitted applications after 7 days.

## INTERVIEW

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