

Job Search Checklist

Starting a job search can be a time of excitement and hope accompanied by moments of angst and frustration. Below you will find a general checklist to help you get started and stay on track.

1. Job search and career goals clarity:
 - Self-assessment
 - Define what you are passionate about and what type of role/ company would give you a sense of fulfillment and purpose
 - Identify your professional strengths and shortcomings, values, goals
 - Create a love/loathe; must/must not list
 - Identify additional priorities:
 - Compensation, location, hours, Covid 19 protocols, etc.
 - Create a list of the top roles/ companies you are a good match for and passionate about
2. Personal brand:
 - Resume
 - Cover Letter
 - Online profiles
3. Outreach:
 - Sign up for weekly online job alerts
 - Apply to at least 3 jobs per week with a tailored resume and cover letter
 - Reach out to at least 1 networking contact per week
 - Maintain a job & networking tracker

For more information contact:

Rachel Vingsness
Director of Career Development
Natick Service Council
508-655-1791 ext. 17
www.natickservicecouncil.org
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