











Job Search Checklist

-  Define your career goals and what you're looking for in a job.
-  Update your resume and LinkedIn profile, tailoring them to highlight relevant skills and experiences.
-  Prepare a general cover letter template that can be customized for each application.
-  Identify companies and roles that align with your interests and skills.
-  Network online and offline, informing your contacts about your job search.
-  Apply for jobs, customizing your resume and cover letter for each application.
-  Prepare for interviews by researching companies and practicing answers to common questions.
-  Follow up on applications and interviews with polite inquiries or thank-you notes.
-  Evaluate job offers carefully, considering all aspects of the offer.
-  Continue to learn and build skills relevant to your desired career path.

