



Georgia Mountains

Job Search Checklist

1. Define the job role you are targeting in your job search

- Combine your skills, interests, personality, and values to help define what your next job role will be
- Search on job boards for job titles that use those skills and match with interests, personality, and values
- Conduct Informational Interviews with people in these roles to further confirm your choice

2. Write your resume

- Include your key skills, experience, education & additional training/certifications that match best with the role that you are applying to
- Make sure the formatting is clear, concise, and grammatically correct
- Include job description keywords in your resume
- Have your resume reviewed

3. Reach out to your network

- Start talking with people that you know best and let them know the job roles you are targeting
- Schedule Informational Interviews
- Use community & professional organizations, volunteer work and networking events to meet new people

4. Reach out to a recruiter/employment agency

- Find recruiters/employment agencies that specialize in filling roles that you are targeting
- Contact them by phone, e-mail or LinkedIn
- Understand their process for placement, before you decide to work with them.

5. Apply for jobs online

- Apply through reputable job boards (LinkedIn, Glassdoor, etc.) or directly on the company's website
- Complete the entire application and confirm information before submitting it
- Track the jobs you applied for, so you know when to follow-up with them

6. Prepare for the interview

- Do research to learn about the companies you are applying to
- Practice your responses to common interview questions
- Make sure you have business professional attire
- Print extra copies of your resume

7. Repeat