



"Discover the work you'd love to do, that you'd be great at, feel proud of, and that will pay for all your stuff."

— Lori Howard, Career Identity Specialist

## Job Search Checklist and Action Planner

Use this list to help you plan and implement a successful job search. This list can be overwhelming. While most people do not do all these steps, if you do, you will create more opportunities for yourself.

You can use this as a checklist to ensure you are doing everything you can to find your next job. You can also use this as a reference for when you feel frustrated that your job search is not getting the results you want. Just review the list and add another step you have not been doing.

Take this plan and make it yours.

✓	Action Step	My Goal Date
	<b>Start Here</b>	
	Identify your target job (or target jobs) and industry (or industries).	
	Identify any gaps in skills or training.	
	Fill gaps by training, certification, volunteer work, or other experience.	
	Prepare your list of requirements for your next job (what you want), including Must Haves, Nice to Haves, and Fun to Haves to evaluate and negotiate job offers.	
	<b>Gather Your Job Search Tools</b>	
	Develop your Professional Branding Statement (for use in your resume, LinkedIn profile, cover letter template, networking introduction, and interview response to "Tell me about yourself.")	
	Gather information for the job applications (details, dates, locations of work history and education history)	
	Craft or update your resume (a master version with everything)	
	Update your LinkedIn profile (today's "generic resume")	



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	Draft your cover letter template.	
	Develop your letter of introduction template (based on your cover letter template).	
	Gather information for the job applications (details, dates, locations)	
	Print professional cards (business cards)	
	Contact your references to confirm they are willing to give you a positive reference, and to help them prepare. Create separate References List with at least 5 professional and personal references.	
	Ask your LinkedIn connections for recommendations and endorsements.	
<b>Prepare and Practice</b>		
	Practice your "elevator speech" / "networking introduction" based on your Professional Branding Statement. (Target: 10-15 seconds long)	
	Prepare your interview strategy. Practice your answers to the tough interview questions.	
	Research and practice your negotiation strategy (for salary and benefits from your list of Must Haves, Nice to Haves, and Fun to Haves).	
<b>Establish Your Connections</b>		
	Identify who is in your network: personal, professional, in person, and online	
	Identify your personal support system, to encourage you, challenge you, and cheer you on throughout your job search.	
	Reach out to your personal support system and let them know how they can support you in your job search.	
	Contact to your network and connect with them to ask	



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	for help or assistance with your job search.	
	Create a target list of 5-10 companies and research each one using LinkedIn, the internet and your network.	
	Research and identify recruiters and staffing firms who can help you find your target job in your target industry.	
<b>Set Up Your Job Search Strategies</b>		
	Schedule your daily / weekly job search activities: online search, target companies submissions, networking; put them in your calendar.	
	Set up your daily/weekly job alerts from job boards.	
	Develop a networking plan: connect, meet, follow up; schedule these activities in your calendar.	
<b>Actively Search for Jobs</b>		
	Search for appropriate job openings (online and in person).	
	Customize your resume and cover letter to target each position you apply for. Include keywords from your research and details from the job description.	
	Write a customized thank-you note to each person who interviewed you and email it within 24 hours of the interview.	
<b>Track Your Results and Adjust Your Search Strategy as Needed</b>		
	Use the Job Search Tracking Sheet to track your efforts and results.	



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## About Lori Howard, PCC, CPRW, CEC



Lori is on a mission to help you love your job and thrive in your career. As a career identity specialist and professional resume writer, Lori helps you discover the work you'd love to do, that you'd be great at, feel proud of, and that will pay for all your stuff. Lori has an amazing ability to help you figure out what you *really* want from your career, and how to get it now.

Experience in a variety of corporations and industries, including IT, financial services, and theater, combined with her personal journey and a passion for helping others embrace what they uniquely offer, have created a skill set unlike any other: a balance of pragmatism, process, and knowing how to create and sustain a career you love. Learn more about Lori at [www.UnearthYourWorth.com](http://www.UnearthYourWorth.com).