

Job Search Checklist

A practical checklist to organize your job search, strengthen applications, track opportunities, and stay consistent from preparation through interviews.

How to use this checklist

Work through each section before and during your search. Check off completed actions, add your own tasks where needed, and review the list weekly so important follow-ups do not get missed.

1. Define Your Job Search Target

- Write down the job title(s) you are targeting.

- Identify your preferred industries, companies, and locations.

- Set your minimum acceptable salary or compensation range.

- Decide whether you are open to remote, hybrid, or on-site roles.

- Define the skills and experience you want your next role to use.

2. Prepare Your Application Materials

- Update your resume for the roles you are targeting.

- Create or refresh a master resume with your complete experience.

- Prepare a concise, adaptable cover letter framework.

- Update your LinkedIn profile and professional headline.

- Collect work samples, portfolio links, certifications, and references.

3. Build Your Job Search List

- Create a list of target companies and organizations.

- Identify relevant job boards and employer career pages.

- Record the job title, company, URL, date found, and closing date.

- Prioritize roles by fit, interest, and application deadline.

- Avoid relying on one job board or one source of opportunities.

4. Tailor Each Application

- Review the job description before applying.

- Match relevant skills and achievements to the role.

- Use role-specific keywords naturally in your resume.
- Check that your application answers the employer's core requirements.
- Proofread every application before submitting it.

5. Network and Follow Up

- Identify people who can provide useful industry or company insight.
- Reach out with a clear, professional reason for connecting.
- Track networking conversations and promised follow-ups.
- Send appropriate follow-up messages after applications or interviews.
- Thank people who provide referrals, introductions, or advice.

6. Track Applications

- Record every submitted application in one tracker.
- Track status: saved, applied, screening, interview, offer, or closed.
- Record follow-up dates and next actions.
- Keep copies or links to the version of your resume used.
- Review your tracker weekly and close inactive applications.

7. Prepare for Interviews

- Research the employer, role, and relevant business context.
- Prepare concise examples demonstrating your key skills.
- Practice answers to common and role-specific questions.
- Prepare thoughtful questions for the interviewer.
- Review logistics, technology, location, timing, and professional attire.

8. Review and Improve

- Measure which applications are producing responses.
- Look for patterns in rejections, interviews, and recruiter feedback.
- Improve your resume, targeting, networking, or interview preparation as needed.
- Set a realistic weekly job-search activity target.
- Review progress regularly and adjust your strategy.

Weekly Job Search Review

What worked this week? _____

What needs improvement? _____

Top three priorities for next week: _____

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