

### Your Job Search Checklist:

<ul style="list-style-type: none"> <li>• <b>Create a tracking document</b> - to monitor and track any contact you have with recruiters/prospective employers/networks.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Learn how to identify suitable job ads</b> – take time to search through job sites and identify the different categories where the jobs of interest to you are placed. Try to understand what the employers are looking for and think about how your profile matches the criteria.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Produce different versions of CVs and Cover Letters</b> – having different versions for each of the types of positions you’d like to apply for will make it quicker for you to apply to a range of roles.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Create your LinkedIn Profile</b> – make sure your Profile is professional and includes a neutral, professional headshot, an updated headline with key words related to your studies/industry and related to your next role and a summary that speaks to the job you want in your next role and key achievements. Your information should be consistent with what’s on your CV and should include key words that match the profile of a job you want. Include events you attend, certificates of any professional development and written recommendations from former employers, if possible.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Identify relevant student/professional organisations related to your profession</b> – sign up to newsletters &amp; events, ask to volunteer at any events or even become part of a Committee.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Referees</b> – be clear about who will act as a referee for you and make sure to contact these people and discuss the details such as what you did when you worked together, your key achievements, dates you worked together and the reason you left.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Recruiter Contacts</b> – look at recent job ads for positions in your professional field and build up a list of recruiters who you can email or call to introduce yourself to. Always try to ask relevant industry-related questions when you contact them as this can help build a relationship.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Practice presenting yourself and telling your story</b> – be prepared to tell people about yourself, who you are and what you offer. What you say may be similar to what you’ve written in the Profile section on your CV. Practice saying this out loud until you feel confident. Remember, keep it short...about 20-30 seconds!</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Prepare for online behavioural and situational interviews</b> – practice responding to common behavioural questions and make sure to have a range of examples you can use to answer situational interview questions. Know your key strengths and areas for development. Practice online interviews with a friend or professional so you know what it feels like to say the answers out loud.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Networking</b> – use MeetUp and LinkedIn to attend networking events as well as your own personal contacts to build/develop your network. Be clear about why you’re contacting a person and what you want from them. For example, don’t just tell them that you’re looking for a job. Instead, tell them about a recent project or course you’ve completed and how you think you could help them.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Daily Diary</b> – keep a diary where you can write about how you’re feeling as you conduct your job search. This can help you stay strong and positive during the journey and is always great to look back at once you’re in a job.</li> </ul>	