

# Job Search Checklist

## • FOR GRADUATES •



### Get Ready!

- Identify fields/job titles/organizations** of interest to start your job search. Meet with a career counselor if you don't know where to start.
- Develop a list of at least 8–10 employers** that you will research and start following the job listings on their websites.
- Develop draft resumes and cover letters** that you can adjust to target individual positions.
- Have your resume reviewed** by Advising & Career Services.
- Create a LinkedIn profile**—connect with colleagues and classmates to identify contacts to help your job search.
- Improve your interviewing skills**—attend an interviewing workshop and participate in mock interviews.
- Ask supervisors, professors and co-workers** to serve as references (at least three).
- Ask for help!** The more people you include in your job search the more likely you are to hear about opportunities and the faster you will find a job.

### ... and GO!

- Attend career fairs**—research the companies attending and bring a targeted resume for companies you are excited about.
- Apply for jobs**—tailor your resume and cover letter to best highlight your experience and skills related to the position.
- Make contact with employers**—network with professionals and alumni in your field and learn more about various career fields. Use your personal network and the LinkedIn alumni search to get started. Conduct Informational Interviews to explore companies and job titles.
- Attend seminars, conferences, and workshops** related to your major and career choice.
- Continue to practice interviewing** and be sure to debrief and reflect after each job interview.
- Maintain a log of each employer with whom you apply and interview.** Follow up with employers who have not contacted you.
- Stay positive!** If you are feeling stuck or frustrated visit Advising and Career Services and adjust your search strategies.



MORE INFORMATION  
[WWW.PDX.EDU/  
ADVISING-CAREER-SERVICES](http://WWW.PDX.EDU/ADVISING-CAREER-SERVICES)

 [PSUAdvisingandCareerServices](https://www.facebook.com/PSUAdvisingandCareerServices)

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