

THE ESSENTIAL CHECKLIST

Before beginning a Job Search, ask yourself - Are you Ready?

- ___ I HAVE PREPARED A POWERFUL AND PERSUASIVE RESUME
- ___ I HAVE PREPARED A COVER LETTER / INTEREST LETTER TO ACCOMPANY MY RESUME
- ___ I HAVE CREATED A LIST OF AT LEAST 25 – 50 COMPANIES I WOULD LIKE TO PURSUE
- ___ I HAVE PREPARED AN OUTLINE TO GUIDE ME ON HOW TO INTRODUCE MYSELF TO COMPANIES
- ___ I HAVE PREPARED A THANK YOU LETTER TO SEND AFTER INTERACTING WITH COMPANIES
- ___ I HAVE DEVELOPED A METHOD TO HELP ME KEEP TRACK OF MY SEARCH
- ___ AFTER INTRODUCING MYSELF TO A COMPANY I KNOW HOW TO DO FOLLOW-UP CONTACT
- ___ I AM PREPARED TO INTERVIEW WITH COMPANIES
- ___ I HAVE PREPARED A POST-INTERVIEW THANK YOU LETTER TO SEND AFTER AN INTERVIEW
- ___ I KNOW HOW TO EVALUATE JOB OFFERS AND COMPARE COST OF LIVING DATA
- ___ I KNOW HOW TO NEGOTIATE A SALARY OFFER
- ___ I KNOW HOW TO ACCEPT AN OFFER
- ___ I KNOW HOW TO POLITELY / CORRECTLY REFUSE A JOB OFFER

The Center for Career Education & Community Engagement can help you prepare for your job search! Please utilize the resources on the CECE website **AND** make an appointment with a career counselor for help with all your career related needs!

CSUB Center for Career Education & Community Engagement
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