

JOB SEARCH CHECKLIST

For 2025

GATHER THESE FIRST

- ☐ Portfolio of work samples & evaluations
- ☐ List of 30-50 target companies (anywhere)
- ☐ List of 100+ people you know
- ☐ List of appropriate job titles
- ☐ 25 accomplishment stories
- ☐ Identify your work priorities/values

JOB SEARCH TOOLS & SETUP

- ☐ Professional email address
- ☐ Personal marketing plan
- ☐ Email signature block
- ☐ Use AI to **draft** cover letters, thank you and networking email messages
- ☐ 10-30-60 second Elevator pitch
- ☐ Targeted, focused updated resume
- ☐ LinkedIn profile
- ☐ Video call account profile (Zoom, Teams, Meet)
- ☐ 3-5 References

ACTIVITIES

- ☐ Reach out to 100+ people you know & share exactly what you are looking for
- ☐ Announce your job search on LinkedIn (and other social media)
- ☐ Identify and reach out to 1st & 2nd degree connections inside target companies
- ☐ Use job boards + niche boards + recruiters
- ☐ Set alerts on career pages at target companies
- ☐ Attend industry events, webinars, etc.
- ☐ Become active on LinkedIn (comment and/or post regularly)
- ☐ Begin practicing for interviews

GET ORGANIZED

- ☐ System for tracking job applications
- ☐ Track networking & follow-up
- ☐ Block time on your calendar for all job search related activities

POSITIVE MIND SET

- ☐ Allocate time for your personal interests
- ☐ Invest in learning new skills
- ☐ Enlist a job search accountability partner