

### Job Search Check List

- Job Search Marketing Collateral
  - Resume
  - Cover Letter
  - Elevator Speech
  - Network (People) List
  - LinkedIn Profile
  - Executive Bio
  - Online Presence
  - Personal Branding
  - References
- Target Company List
- Job Search Plan
  - Job Search Strategies (Choose at least 6)
    - Recruiters & Headhunters
    - Work Your Existing Network
    - Network to Find a Job
    - Job Search Websites
    - LinkedIn
    - Company Website Job Listings
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
  - Job Search Schedule
  - Job Search Metrics & Goals
  - Organization
  - Productivity & Accountability
- Hone Skills in Selected Job Search Strategies
- Interview Preparation & Follow Up
- Mental Game of Job Search
  - Motivation
  - Confidence
  - Perseverance
  - Rejection
  - Resilience
- Negotiate Job Offer(s)
- Onboard into Your New Job ("The First 90 Days")
- Build Leadership & Professional Skills
- Maintain Your Business Network
- Search for the Next Job on Your Career Path