

# Citadel Career Center GRADUATION JOB SEARCH CHECK LIST

## **JOB SEARCH PLANNING AND PREPARATION**

- Define your limits: geographic, salary, job type, industry, etc.
- Define your network of contacts and brush up on networking skills.
- Identify and contact people who might become references – both professional and personal.
- Create a list of target companies and industries that most interest you.
- Identify your strengths and weaknesses: do your own personal SWOT analysis.
- Develop your unique selling proposition, which will help you distinguish yourself from other job seekers.
- Identify key accomplishments from all school and work experiences.
- Identify your core transferable skills.
- Create a record keeping system for your job or graduate school search.
- Create your personal job search plan: what you will do when, how many people you will contact each week, what websites/blogs/periodicals you will read daily to stay at the top of your game.
- Practice your “elevator pitch” – in 30 seconds, can you say your name, current/previous position, qualifications, history?

## **RESUMES/LINKEDIN**

- Update your resume and get feedback. Be prepared to revise your resume to fit different job opportunities.
- Create different electronic versions of your resume – Plain text for embedding in email. PDF for attachments.
- Update your LinkedIn profile and dial down your security settings on other social media platforms
- Draft sample cover letters for different potential jobs.

## **NETWORKING**

- Set weekly goals for the number of people you will reach out to, connect and meet with as part of your job search.
- Attend industry conferences for networking opportunities.
- Identify Citadel alumni who work in companies, industries and positions of interest, and reach out to them to conduct informational interviews and to seek advice.

## **INTERVIEW PREP**

- Prepare answers for the most common interview questions. Practice answering different types of job interview questions.
- Conduct mock interviews with friends, family, and advisors.
- Research each company so that you can showcase that knowledge in the interview.
- Brush up on the salary negotiation process; research salaries and have clear expectations.
- Prepare a "closing" for the interview that expresses your desire for the job and inquires about the next step in the interview process.
- After interviews, send thank you notes (email and handwritten) and follow-up.