

# My Pre-Job Search Checklist

- Master application**
- Master Resume**
- Electronic version of resume**
- Jobs.utah.gov work registration**
- LinkedIn address / URL** (LinkedIn is the world’s largest professional network, post your resume and showcase your skills and talents.)
- Cover letter**
  - \* Remember resumes, cover letters and applications should be customized to each job for which you are applying.
- Reference sheet** (Always contact your references before including them on your reference sheet. Select at least 3 people who know your work capabilities.)
- Professional email address**
- Professional voicemail message**
  - Tips for recording your phone message:
    - Smile while recording your message
    - Use your first and last name
    - Speak clearly and slowly
    - No distracting background noise while recording
  - Try this out: *“Hello, you have reached \_\_\_\_\_ please leave your name number and message after the tone and I will return your call as soon as possible. Thank you and have a nice day.”*
- Telephone.** Remove Ringback tone and change to traditional “Ring, Ring, Ring” (Ringback tone is music or dialogue that the caller hears when they call your number.)
- Job search tracking system**

## Additional job search checklist items

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



# Resume and Interviewing Employer Research Worksheet

Name of Company: \_\_\_\_\_ Website: \_\_\_\_\_

What products/services does the company provide?	
What is the mission statement of the company?	
Who is the head of the company? What do you know about him or her?	
Where is the company's headquarters? How many locations does the company have?	
What is the corporate culture of the company?	
What is the reputation of the company? What awards or recognitions have they received?	
What are the company's plans for the future?	
Company strengths/weakness/challenges:	
What projects/divisions of the company interest you and why?	
Why I am interested in working for <i>this</i> company?	

Other Notes: