

# THIS IS YOUR JOB SEARCH CHECKLIST

SCAN FOR MORE INFO



## STEP

# 1

### GET ORGANIZED

#### CREATE A JOB SEARCH FOLDER

Keep everything in one place—your resume, cover letters, job posts, company list, networking contacts, etc.

► **Tip:** Create e-folders by company or industry!

## STEP

# 2

### BUILD MARKETING MATERIALS

#### YOU NEED THESE MATERIALS

**Resume** - Use VMock, upload to Handshake & customize to align with job postings

**Cover Letter** - Draft an original version & customize to align with job description

**Online Profiles** - Build Handshake profile and add your LinkedIn “About” section

## STEP

# 3

### SET JOB ALERTS

#### LET JOBS COME TO YOU

Update your “career interests” and “profile” on **Handshake** and set job alerts using “filters” and the “collections” options

Set job preferences & alerts on **LinkedIn**

## STEP

# 4

### BEAT THE BOT

#### LEARN TO WORK WITH “ATS”

Read the “**Beat the Bot**” guide

Tailor your ATS friendly resume **with keywords**

Get help from Spartans by **Fast & Slow Networking**

## STEP

# 5

### INTERVIEW PRACTICE

#### PRACTICE BOTH YOUR

**Verbal Pitch** - Create a short personal pitch & use WHO Logic to tailor it to your audience

**Interviewing** - Use WHO Logic & MSU’s Interview Prep tool

## STEP

# 6

### MANAGE OFFERS

#### REVIEW OFFER & MAKE DECISIONS

Learn how to request deadline extensions & negotiate

Have an offer for a co-op/internship? Get credit with the **EGR X Program!**

## STEP

# 7

### REPORT & CELEBRATE!

- Report your offer to help future Spartans
- Celebrate your hard work!