



# Job Search Checklist

It's time to apply your education and expertise to the world of work! Below is a general checklist of essentials to consider as you navigate through the job search process. Remember that positivity, patience and persistence are key!

## Research

- Create a targeted list of employers and career fields to research
- Deepen your knowledge of your chosen companies and career fields: Learn about company culture, career paths, competitors, buzz words and more!
- Check job sites and review detailed job descriptions
  - Understand the skills and experience employers are seeking in your field
  - Utilize UVM's Job & Internship database, Catamount Job Link (CJL) and mark your favorites!

### TIPS FOR EXPLORING YOUR FIELD

- Find academic and/or career mentors
- Conduct informational interviews
- Engage in relevant research
- Shadow professionals
- Seek out volunteer opportunities
- Intern in your industry

With experiences like these, you'll be an even more competitive candidate!

## Prepare

- Develop a strong resume targeted for your specific field
  - Submit your resume on CJL or bring to a Career Center drop-in to have it reviewed for content and formatting
- Build a polished profile on LinkedIn and join professional groups, for example: University of Vermont Career Connection and UVM Alumni Association
- Expand and utilize your networks
  - Inform friends, family and past colleagues or supervisors of your goals and interests
  - Talk to people in your fields of interest (UVM alumni are a great resource!)
- Establish your references. Choose 3 people who are able to comment on your proficiency in specific areas
- Prepare for interviewing
  - Be able to articulate your skills and strengths
  - Review interviewing etiquette, guidelines and questions
  - Schedule a mock interview at the Career Center
  - Secure appropriate interview attire for your field of interest
- Hone skills for writing professional e-mails and letters
- Develop a strong elevator pitch
  - Describe yourself, your skills and goals; be brief, sincere and memorable

Make the most of each year and prepare for post-graduate success with the **UVM 4 Year Plan for Career Success:**

<http://bit.ly/UVM4YEARPLAN>

## Apply

- Construct an adaptable cover letter (target for each position)
- Follow all application directions
- Follow-up
  - If permitted, phone employers after a week to check on the hiring time-line & express interest
  - Write thank you letters