MY JOB STRATEGY

CHECKLIST

PREPARATION

____ Set a career goal and target date for accomplishing my goal.
____ Narrow down the types of positions I am seeking.
____ Prepare a résumé that accurately reflects my skills and experience.
____ Make an appointment with ACAC for a résumé review.
____ Upload my résumé to Pioneer Career Network and set up a job agent in the system.
____ Learn to write appropriate and targeted cover letters.

RESEARCH

____ Identify employers in my career field of choice and in my desired location(s).
____ Narrow list of employers to those in which I am most interested.
____ Research the employers: products, services, competitors, current events, charitable activities, diversity initiatives, and national/international growth.
____ Keep all information about employers well organized.

NETWORKING

____ Make a NETWORK LIST of people who might be able to help with my job search: family, friends, parents of friends, professors, etc.
____ Actively try to meet new people to add to my NETWORK LIST.
____ Develop a 30 to 60 second elevator speech.
____ Schedule informational interviews and participate in volunteer opportunities.
____ Attend UW-Platteville career fairs and other career-related events.
____ Utilize online social networking sites, such as linkedin.com, to connect with industry professionals, including UW-Platteville alumni.

IMPLEMENTATION

____ Review job listings in PCN and send my résumé to employers.
____ Find personal contacts in the employer database in PCN.
____ Search PCN for on-campus recruiting opportunities.
____ Look for job listings and upload résumé on industry-specific job websites.
____ Contact the chamber of commerce in my city of interest to find local job search resources and employers.
____ Send letters of interest and résumé to companies, even if they are not currently hiring.
____ Check out jobs in city, county, state, and federal government.
____ Schedule a mock interview with ACAC.
____ Land job interviews in your desired field.
____ Write thank-you notes to interviewers.
____ Accept a great job.