



Active Job Seekers Of America

www.activejobseekers.org

Job Search Check List	
Business Cards	<input type="checkbox"/>
Connect with Staffing Agencies	<input type="checkbox"/>
Create or Update LinkedIn Profile	<input type="checkbox"/>
Develop 5 success/power stories	<input type="checkbox"/>
Have a professional email address	<input type="checkbox"/>
Identify and Build your Network (who do I know?)	<input type="checkbox"/>
Identify your Support Team	<input type="checkbox"/>
Join Networking Groups	<input type="checkbox"/>
List of Target Companies	<input type="checkbox"/>
Post resume to Monster, Careerbuilder, Craigslist	<input type="checkbox"/>
Prepare Elevator Speech/Branding Statement/30 second	<input type="checkbox"/>
Put together a General Cover Letter Template	<input type="checkbox"/>
Reference Names and Numbers List	<input type="checkbox"/>
Sacramento Business Journal-register for free daily updates	<input type="checkbox"/>
Set up Google & Indeed Alerts	<input type="checkbox"/>
The Ladders- Register for free weekly updates	<input type="checkbox"/>
Update Resume- 2 people review it	<input type="checkbox"/>

Weekly	
Add to your network	<input type="checkbox"/>
Contact your network	<input type="checkbox"/>
Following up with target companies	<input type="checkbox"/>
Getting out of the house- Dressing for success	<input type="checkbox"/>
In Person- Networking – Job Seeker Group	<input type="checkbox"/>
In Person- Networking- Not job seeker related	<input type="checkbox"/>
Making time for yourself	<input type="checkbox"/>
Monday- Sac Bee – <i>Job Front in Business Section</i>	<input type="checkbox"/>
Posting on LinkedIn	<input type="checkbox"/>
Searching Job Boards (indeed, simply hired)	<input type="checkbox"/>
Setting up Informational Interviews	<input type="checkbox"/>

Monthly/Quarterly	
Contact your network with a bi-monthly or quarterly update	<input type="checkbox"/>
Update your resume on the job boards	<input type="checkbox"/>
Volunteer in your community	<input type="checkbox"/>

Goals for the week:

I WILL GET A JOB!

