**Job Search Essentials**

The list below provides a systematic method for assessing your readiness to undertake a job search. Before you begin your search, make certain you are equipped with the essentials. When you have checked all the items you are ready to take the plunge.

Start early - at least two semesters before graduation.

- Job target identified
- Participated in appropriate workshops and developed interviewing and job seeking skills
- Resume
- Stationary, envelopes and postage stamps
- Access to computer for word processing
- Sample cover letter
- Register with Career Services
- Designated and organized work area
- Record keeping system (job search notebook, calendar and task schedule)
- Two interviewing outfits selected from wardrobe (cleaned and ready to go)
- Three- to six-month plan formulated
- Six month budget
- Prioritized list of potential employers (ten top priority, 15 strong interest, 25 some interest)
- Two personal support people identified specifically for job search
- Utilize community resources (employment support groups, Job Service, etc.)
- Attend Career Services' Career / Job Fair