

Weekly Job Seeker Checklist

It can be a challenge to stay organized when searching for a job or making a career transition. A good practice to undertake during this time is to set aside some time on a weekly (or daily) basis to regroup, reflect, and plan for the week ahead. The following questions are a good starting point for your weekly review.

- How many jobs did you apply for this week?
- What classes or skills did you work on to make yourself stand out?
- How many contacts have you made this week?
- Have you updated your resume and/or cover letter?
- Do you have copies of your resume and/or printed out?
- How long did you work on your interview skills this week?
- Have you practiced your elevator pitch?
- What soft skills have you worked on this week?
- Have you followed-up with interviews or places you have submitted your resume to?
- Do you need to write some thank you notes?
- Do you have a wardrobe planned for your next interview?
- If the interview is online, have you tested your set-up?
- Are your social media profiles clean and professional?
- Did you verify that your phone can receive calls and messages with an appropriate greeting?

Take a moment to consider whether there are any other questions that would be helpful to review on a regular basis and add those to the back of this sheet.