Job Search Checklist

- **Update your resume and have it critiqued in the EOC**
  - Check recommended format and tips on Job Grid. Email coe.careers@ttu.edu for more info
  - Get a 2nd or 3rd opinion for additional input (at Career Services, from Profs or Mentors, etc.)

- **Attend Careers Workshops (Company-Hosted and EOC-hosted)**

- **Prepare and practice your elevator pitch (See handout on Job Grid)**

- **Attend Job Fair, talk to companies, and follow up**

- **Attend info sessions, stay after to talk to representatives, and follow up**

- **Keep your Job Grid account updated and monitor it regularly**
  - Apply to job postings and RSVP for events
  - Add your resume to applicable resume books
  - Ensure that you are opted in to be viewed by employers under Account Settings

- **Monitor your email for emails on jobs from the EOC and employers**
  - Keep your eye on your spam/junk mail folder in case legitimate emails go to spam

- **See a Peer Career Advisor in the EOC to have your elevator pitch, cover letters, and/or LinkedIn profiles critiqued. Email coe.careers@ttu.edu for more info.**

- **Set up a mock interview to get constructive feedback on your interviewing skills:** coe.careers@ttu.edu

- **Talk to your existing network for ideas/leads/advice**
  - Family & Friends
  - Faculty & Staff
  - Contacts in industry (through former employment, student orgs, etc.)

- **Use LinkedIn to reach out to new contacts by searching “COMPANY NAME ‘TENAS TECH’” to find alumni and “COMPANY NAME RECRUITER” to find HR professionals**
  - Send a thoughtful, personalized note with your connection request

- **Use Career Shift (link on your Job Grid account) to look at postings and find contacts**

- **Monitor and apply to jobs on posting sites and company job sites**

- **Stay involved in professional student organizations and network in person and via LinkedIn groups/contacts**

- **Review materials on the EOC Career Resources page online:**
  [https://www.depts.ttu.edu/coe/careers/students/careerresources.php](https://www.depts.ttu.edu/coe/careers/students/careerresources.php)

- **Know your goals, but consider broadening your search if you aren’t getting interviews**
  - Consider smaller firms, alternate locations, related industries, etc.

- **Clean up your social media accounts if needed**
  - Especially if applying to the government/government contractors

- **Email coe.careers@ttu.edu with any careers-related questions**