Job Search Checklist

☐ UPDATE YOUR RESUME AND HAVE IT CRITIQUED
   o Check recommended format and tips on Job Grid. Email a draft to coe.careers.critiques@ttu.edu in Microsoft Word document format to receive a virtual critique
   o Get a 2nd or 3rd opinion for additional input (from Career Services, Mentors, etc.)

☐ ATTEND CAREERS WORKSHOPS (COMPANY-HOSTED AND EOC-HOSTED)

☐ ATTEND JOB FAIR: RESEARCH COMPANIES BEFOREHAND, 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
   o Apply to job postings and RSVP for events
   o Add your resume to applicable resume books
   o 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
   o Keep your eye on your spam/junk mail folder in case legitimate emails go to spam

☐ SEE A PEER CAREER ADVISOR TO HAVE YOUR COVER LETTERS AND/OR LINKEDIN PROFILES CRITIQUED. EMAIL COE.CAREERS.CRITIQUES@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
   o Family & Friends
   o Contacts in industry (through former employment, student orgs, etc.)

☐ USE LINKEDIN TO REACH OUT TO NEW CONTACTS BY SEARCHING “COMPANY NAME ‘TEXAS TECH’” TO FIND ALUMNI AND “COMPANY NAME RECRUITER” TO FIND HR PROFESSIONALS
   o 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

☐ KNOW YOUR GOALS, BUT CONSIDER BROADENING YOUR SEARCH IF YOU AREN’T GETTING INTERVIEWS
   o Consider smaller firms, alternate locations, related industries, etc.

☐ CLEAN UP YOUR SOCIAL MEDIA ACCOUNTS IF NEEDED
   o Especially if applying to the government/government contractors

☐ EMAIL COE.CAREERS@TTU.EDU WITH ANY CAREERS-RELATED QUESTIONS

☐ STAY POSITIVE AND FOCUS ON WHAT YOU CAN CONTROL!