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 ‘Texas 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

☐ 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