



PREPARE CHECKLIST



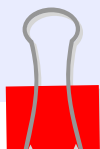
1. Complete this Checklist.



2. Take the next step.



3. Meet with counselor or career center if needed.



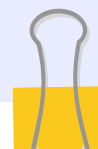
☐ I'M READY

to apply for a job.

I have successfully prepared and completed these:

- ☐ Résumé
- ☐ Job Search Data
- ☐ Professional Network Contacts
- ☐ LinkedIn Profile
- ☐ Cover Letter
- ☐ Interview Preparation and Practice

The next step I plan to take is to _____



☐ I'M NOT READY

to apply for a job.

I need to gather materials and complete these items:

- ☐ Résumé
- ☐ Job Search Data
- ☐ Professional Network Contacts
- ☐ LinkedIn Profile
- ☐ Cover Letter
- ☐ Interview Preparation and Practice

I will find the help I need by:

- ☐ Visiting the Campus Career Center
 - ☐ Meeting with a Counselor
 - ☐ Other _____
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☐ APPLY PLEDGE

I will take advantage of the resources and tools in the **APPLY** section of the Café. I will register with CALJOBS to explore the job openings in my career field.

☐ CAMPUS CAREER CENTER PLEDGE

I will visit the **CAMPUS CAREER CENTER** to check the job board, talk to a career counselor and attend job search workshops. I will take advantage of all job search resources on my campus.

☐ SECOND SET OF EYES PLEDGE

I know it is easy to overlook mistakes on my résumé or LinkedIn profile, or to overestimate my ability to respond to job interview questions. I will find a trusted, knowledgeable person to go over these with me.

“BEFORE ANYTHING ELSE, PREPARATION IS THE KEY TO SUCCESS.” — ALEXANDER GRAHAM BELL