



REYSUP ACADEMY

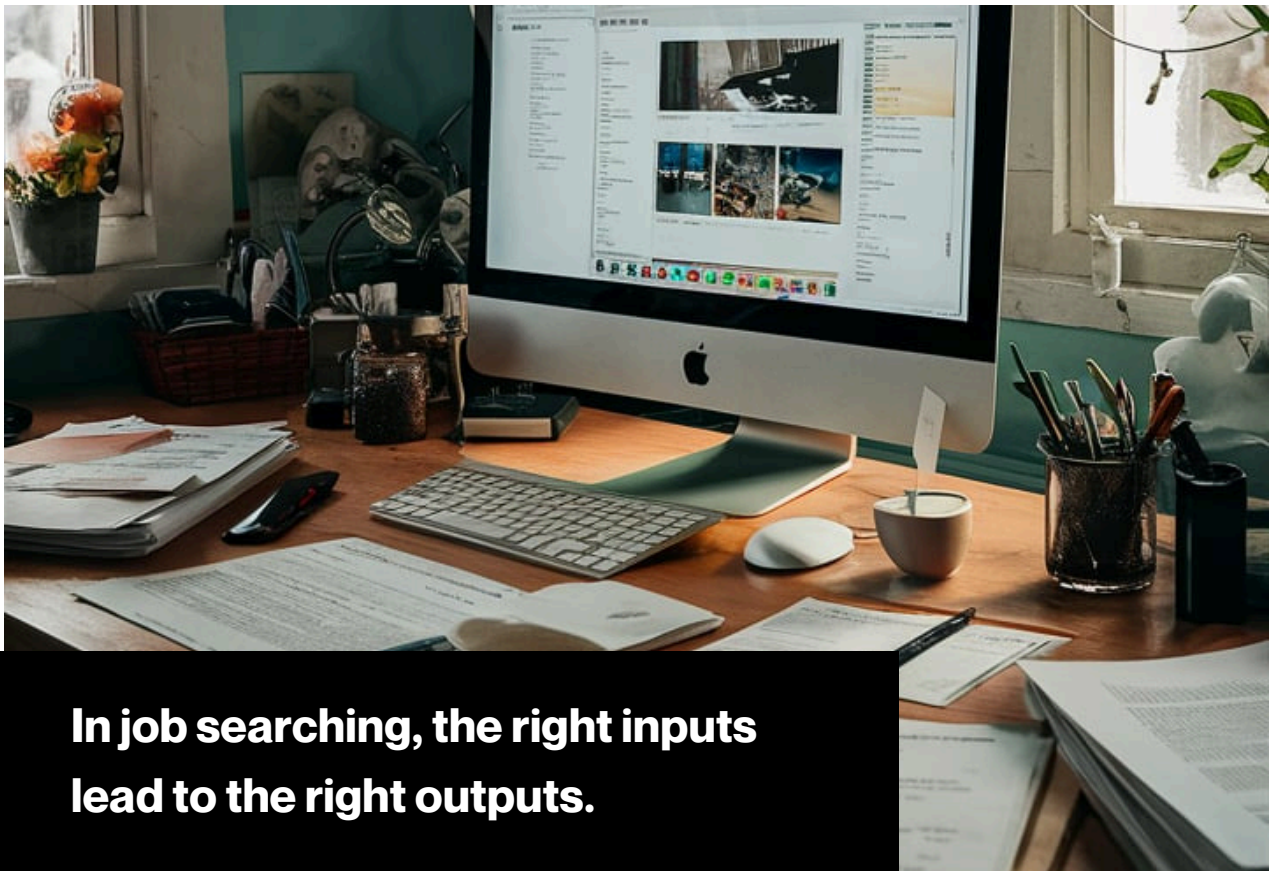
***Free* Job Search Checklist**

The only resource you need to master the job search

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introduction



In job searching, the right inputs lead to the right outputs.

When it comes to landing your dream job, having a job search checklist is key to staying organized and on top of your tasks. The power of organization can't be underestimated; it's what keeps your efforts aligned and ensures nothing slips through the cracks. By building a structured process, you're setting yourself up for success—because in job searching, the right inputs lead to the right outputs. This workbook will guide you in creating a streamlined approach that maximizes your chances of securing the role you've been striving for.

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pre application checklist

The pre-application stage is all about self-reflection to identify your strengths and interests, solidifying your career goals, and ensuring all your documents are organized and up-to-date. It's during this phase when you articulate your elevator pitch and 'why' statement, identify your skills and experiences tailored to your target roles, and compile a list of active job openings to build your plan of attack.

1	ACTIVITY	STATUS
SELF ASSESSMENT	Identify your skills, strengths, and weaknesses	
	Determine your career goals and job preferences	
	Evaluate your interests and values	
	Make your list of non negotiables in a role	

2	ACTIVITY	STATUS
RESUME PREP	Update your resume with recent experiences and skills	
	Tailor your resume for specific job applications	
	Proofread for errors and ensure clarity	

3	ACTIVITY	STATUS
COVER LETTER PREP	Craft a compelling cover letter for each application	
	Customize your cover letter to align with the job description	
	Highlight key achievements and relevant experience.	

pre application checklist

4	LINKED IN UPDATE	ACTIVITY	STATUS
		Update your LinkedIn profile with current job information	
		Add a professional profile picture	
		Network with connections and join relevant groups	

5	JOB RESEARCH	ACTIVITY	STATUS
		Identify companies and industries of interest	
		Research job openings and company culture	
		Create a list of target companies and positions	

application & interview checklist

The application stage is all about getting organized, setting up trackers to keep everything on schedule, and ensuring you follow application instructions to the tee. This is also the phase where you actually submit your applications, making sure every detail aligns with the job requirements. As interviews come up, it's crucial to prepare thoroughly, crafting your responses ahead of time and refining your presentation to leave a lasting impression.

1	ACTIVITY	STATUS
GET ORGANIZED	Create an application log to track apps, interviews, and follow-ups	
	Set specific goals and deadlines for your job search activities	
	Update status of activities on a recurring weekly basis	

2	ACTIVITY	STATUS
APPLICATION	Apply to jobs that match your skills and interests	
	Follow application instructions carefully	
	Attempt to find the hiring manager on LinkedIn to reach out	

3	ACTIVITY	STATUS
INTERVIEW PREP	Practice common interview questions and answers	
	Research the company and the role thoroughly	
	Prepare questions to ask the interviewer	

post interview checklist

The post-interview stage is all about following up thoughtfully, sending thank-you notes to interviewers, and maintaining communication to stay on their radar. This is the time to reflect on any skills gaps identified during the interviews and actively work on developing those areas. Continuing to network is also crucial, as building strong connections can give you an edge for future opportunities.

1	ACTIVITY	STATUS
FOLLOW UP	Send thank-you notes or emails after interviews	
	Follow up on applications if you haven't heard back	
	Stay in touch with recruiters and hiring managers	

2	ACTIVITY	STATUS
DEVELOP SKILLS	Identify and address any skills gaps	
	Consider taking courses or earning certifications	
	Stay updated with industry trends and advancements	

3	ACTIVITY	STATUS
NETWORK FURTHER	Attend industry events and job fairs	
	Connect with former peers, mentors, & industry professionals	
	Use social media and professional networks to expand your connections.	

Honest.

Relevant.

Unfiltered.