



## Job Search Checklist – Here is what you need!

- Hire a Career Coach!
  - Completed Resume
  - Completed Cover Letter
  - Comfort with your elevator pitch speech
  - Comfort with Sample Interview Questions you may be asked
  - LinkedIn Page updated
  - Resume posted on Indeed and other platforms
  - Connect with people on LinkedIn 1-2 per week and engage with them
  - Network with everyone you know and get introduced to people you don't know!
  - Sign up for at least two virtual networking events a month
  - Research the organizations that you are applying to --be ready to "brag" about how great the organization is at the time of interview
  - Apply for positions as appropriate and keep a log and log interviews
  - Prepare a target list of potential employers and update accordingly
  - Get your interview suit ready for your in person or phone interview
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LCM Career Coaching will help you navigate through everything! Email: [leona@lcmcareercoaching.com](mailto:leona@lcmcareercoaching.com)