

Job search can feel overwhelming, so it's helpful to break it into manageable steps. The good news is you don't have to do every step in order. For example, you can start working on your résumé before you identify what you want to do. Just check off as many of these activities as you can, and you'll find yourself on your way to finding a great job opportunity.

Step 1: Know Yourself

- I have identified my strengths, skills, interests and values; free **assessments** (<http://canadiancareers.com>)
- I have made a list of possible job titles/fields of interest
- I know – and can articulate – my best accomplishments
- I can name two or three careers/jobs I plan to pursue



Step 2: Know Where You Want To Work

- I have researched organizations that might hire someone with my skills, interests, and background
- I have researched potential fields, jobs, salaries and location for jobs; visit **Job Bank** (www.jobbank.gc.ca)
- I have identified the geographic area(s) where I would like to work
- I have identified 10 potential employers for the type of work I am seeking

Step 3: Get Ready For the Search

- I have a résumé and cover letter that are targeted for my field of interest
- I have had my résumé and cover letter reviewed by a Career Professional
- I have prepared a portfolio or work samples to highlight my experience, skills, and talent
- I have developed my "30-second elevator pitch" for short encounters with employers
- I have identified three individuals who will serve as my references
- I have developed my interview skills and prepared my responses to typical interview questions
- I have had a mock interview with Career Services
- I have appropriate attire for interviews
- I have a professional sounding voice mail in case an employer calls
- I have a professional e-mail address to give to employers

Step 4: Start Searching

- I check **GBCareers** (<http://gbcareers.georgebrown.ca>) regularly for career opportunities
- I check job opportunities online of places I want to work
- I have set myself up for job alerts on various job posting websites
- I am building my network on LinkedIn and letting people know I am looking for work
- I have joined a professional association that is related to my field
- I attend career fairs and trade shows related to my work interests
- I have conducted at least one information interview with someone from a field of interest
- I have a system for keeping track of my contacts, interviews, and other job-search activities
- I have followed up on every interesting job lead immediately
- I have sent thank you letters or e-mails to every person who has interviewed me



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