

Job Search Checklist



This checklist is designed to help graduating students who are seeking jobs make the best use of their time as they conduct job searches. We encourage you to use this checklist in conjunction with the services and resources available from your Samford University Career Development Center.

- _____ Register with the Career Development Center and inquire about services.
- _____ Attend any applicable orientation/workshops offered by the Career Development Center.
- _____ Begin to define career goals by determining the types, sizes and geographic locations of companies or organizations in which you have an interest as well as the type positions you are interested in pursuing. ***Note: career counseling services are available if you need help with this.**
- _____ See your Career Counselor at the Career Development Center to discuss your job-search plans.
- _____ Develop a resume and a basic cover letter if you have not already done so.
- _____ Have your Career Counselor critique your resume and cover letter, then make any revisions necessary.
- _____ Register at samfordbulldogs.org and upload your resume so you may participate in resume referrals and on-campus interviews.
- _____ Begin networking by contacting friends, faculty members, etc., to inform them of your career plans. Send them a copy of your resume. ***Use the Alumni and Parents Network contacts in the Career Development Center.**
- _____ Use directories and internet links available at your Career Development Center or library. Develop a list of specific companies and organizations in which you have an interest.
- _____ Contact potential employers to request application materials and company information. Inquire about application procedures.
- _____ Send completed applications to potential employers with a resume and cover letter.
- _____ Inquire about organizations that will be recruiting at your Career Development Center and about the procedures for interviewing with them.
- _____ Contact references to get their permission to use them as references. Send them a copy of your resume and a thank you note.
- _____ Research organizations with which you will be interviewing.
- _____ Interview both on campus and off campus and follow up with thank you letters. Continue to follow up by phone with organizations of interest.
- _____ Begin monitoring the job vacancy listings available at your Career Development office and any other sites that list job openings (i.e. job lines, internet sites, etc.)
- _____ Contact references when potential employers request a reference list. Let your references know to expect a call and give them any appropriate details.
- _____ Just before graduation, check to be sure you are completely registered with your Career Development Center and all information they have in your file is updated and correct.
- _____ Maintain communication with your network of contacts.
- _____ Revise your resume and cover letter, if necessary.
- _____ If relocating away from campus, contact a Career Development Center in the area to which you are moving and inquire about available services. Request Samford CDC send a reciprocal service letter, if needed.
- _____ Continue to monitor job vacancy listings and apply when qualified and interested.
- _____ Begin considering job offers.
- _____ Accept the best job offer. Inform those associated with your search of your acceptance. **THIS INCLUDES THE SAMFORD CAREER DEVELOPMENT CENTER :**
205-726-2980 or career@samford.edu

