

A positive attitude is the key to a successful job search

Job Search Checklist

-
- Email Signature** Brands your emails as a professional

 - Voicemail Greeting** Your voice, brief, and space for messages

 - Application Spreadsheet** Simple spreadsheet that tracks: position, company, dates, location, salary, networking opportunities

 - Core Resume** Foundation of all targeted resumes

 - Core Cover Letter** Formatted document that matches resume layout

 - Elevator Speech** 30-60 second introduction

 - STAR Stories** Situation, Task, Action, Result: 6-8 examples

 - Interview Questions to Ask** 3-5 thoughtful questions you want to ask at the end of an interview; about the company/culture

 - References** Professors, supervisors/managers, volunteer contacts

 - LinkedIn** Updated/complete profile, head-shot, continue to connect with alumni/people at targeted companies

 - Email Drafts** Templates for connection requests, informational interviews, thank you letters, etc.

 - Schedule/Calendar** Paper or electronic that will help you stay organized and efficient

How to Stay Positive Throughout the Job Search Process

Talk to others who are also job searching.

Chances are you know someone else engaging in the job search process at the same time. Consider checking in with a friend regularly for you both to talk about what your job search has been like; what are the things that have gone well, and what has been frustrating. Seeing you aren't alone in the process can really help you maintain momentum throughout the process, and it might even spark some new ideas for your own job search.



Take day(s) off.

Job searching can be a lengthy process. It can get tiring, frustrating, and feel unproductive at times. It's important to take intentional days off and to allow yourself a break from researching, resume creating, and applications. Schedule something you enjoy on those days like watching a favorite movie, or dinner with a friend. Make intentional time to step away from the job search so you can come back to it feeling rejuvenated and motivated.



Remind yourself of your purpose and passion.

If we aren't connected to what we want out of a job, or in other words, our "why" and how it connects to our bigger goal(s) or interest(s), we can lose motivation for the search process quickly. Write down your "why," and come back to it when you need the reminder and motivation to keep at the job search.



Don't do this alone. Use your resources.

One of the best self-care tips is to not go at this process alone and lean into the resources and supports that are there for you. For instance, utilize the knowledge and expertise of the [Career Center](#). If you need to talk with someone about how the process is draining, drop into virtual office hours at the [Counseling Center](#) or schedule a phone consultation with a counselor who can brainstorm self-care strategies with you.



COUNSELING CENTER
AT COLORADO SCHOOL OF MINES.

303-273-3377

1770 Elm St. 2nd floor

Monday - Friday 8:00am - 5:00pm

