



To do list

Want a job? Here's what you have to do. Refer to this list throughout the interview process to track your progress, check off items as you accomplish them and pat yourself on the back when you succeed!

- Know yourself
- Write a killer resume and cover letter
- Research the company and have great questions prepared
- Read the interviewer's bio and create conversation topics
- Check your criminal background, credit report and driving record
- Choose 3 professional references
- Google yourself, check your online presence
- Create a professional email address and add a signature to your emails
- Personalize your outgoing voicemail greeting and make sure your inbox isn't full
- Buy a power suit and padfolio
- Create an elevator pitch
- Prepare answers to standard interview questions
- Practice confident body language, eye contact and tone of voice
- Brainstorm 3 to 5 STAR method answers for each job
- Practice, practice, practice
- Know how to answer questions about salary and be prepared to negotiate
- Send a thank you email