



# JOB SEARCH PLAN & CHECKLIST

## STEP ONE: Assess Your Skills & Experiences

- Reflect upon your academic, extracurricular and internship experiences.
- Consider your priorities and values in a work environment.
- Develop a list of potential industries and/or employers to learn more about.

## STEP TWO: Prepare For The Search

- Log into your Careers4Terps account and update your profile.
- Update and tailor your resume and cover letter documents.
- Build your network online using LinkedIn.
- Set a goal to connect with UMD alumni using the Terrapins Connect.
- Network, Network, Network! Tell everyone you know – parents, friends, faculty, former supervisors – about your career interests and the types of opportunities you are seeking.
- Practice interviewing using Interview Stream.

## STEP THREE: Start Your Search

- Schedule a job search appointment with a member of the Center staff.
- Regularly check Careers4Terps, there are hundreds of new opportunities posted weekly.
- Identify other industry-specific job boards or social media sites related to your career interest.
- Attend career fairs, networking events and other employer sessions on campus to connect with employers who are hiring.
- Consider participation in the On-Campus Interview (OCI) program.
- Apply, apply, apply! You've done all your homework, now it is time to submit well prepared applications to the organizations of interest.
- Follow-up. After every informational interview or actual interview, be sure to send a thank you note.