

The SUCCESSFUL Job Hunter's Checklist

If you've been job hunting and getting no results, it's likely that the problem isn't you, it's your strategy. Each of the steps below is proven to get results!

- Who Are You and What Do You Want to Do?** Make a comprehensive list of your skills (what you can do) and your traits (how you do it), and identify job titles of interest to you. You are NOT "open." Focus = Success.
- Make a Target Employer List.** Identify 30 -50 employers in your area (or desired area) who hire people to do what you want to do. Capture the career page URL for each employer in a spreadsheet. Check it 3X a week.
- Make Connections at Your Target Employers.** Use LinkedIn to find people in similar roles. Reach out and ask for a conversation (NOT a job). See [this video](#) for how.
- Tailor Your Resume.** Read the job posting, note the key words, and make sure your resume uses those words. Every time? Yes!
- Be An Early Applicant.** Applying on the company career page within the 1st 96 hours that a job is posted and you'll be 8X more likely to land an interview!
- Get Fluent in Your Own Stories.** Identify 5-7 high point stories that demonstrate your skills in action.
- Prepare for the Question "Tell Me About Yourself."** Tailor your answer to this question by considering what the employer wants to hear. Video yourself until it doesn't hurt!
- Put Your Answers to Common Questions in a STAR Format.** You can find common questions for nearly every role on Glassdoor, or with a Google search. Take your high point stories and adapt them in a STAR format.
- Research the Company Before the Interview.** Pour over the website, read the annual report, do a Google News search, talk to people who've worked there. Be prepared to tell them WHY you want to work there and be specific.
- Be Prepared with Questions for Them!** These should help them see YOU in the role. Don't ask questions you could Google. Get personal - e.g., "What are the most important traits of people who are successful in this role?"
- PUTTING IT TOGETHER:** You can't get a job without an interview. People who get interviews know themselves, tailor their resume, make connections, and apply within the first 96 hours a job is posted!