

Job Search for Graduate Students Worksheet

Step One: Are your materials ready to go?

Making a good impression with employers is important. Place an X on each line to indicate how ready you are for potential employers to see your materials.

Resume

I haven't really started one



I have a strong resume; I just need to tailor it

Cover Letter

I have little experience writing cover letters



I'm confident I can write a compelling cover letter

LinkedIn Profile

I don't have a profile, or I have a very basic one



I regularly utilize LinkedIn (or similar) for networking

Portfolio

I need one for my field, but haven't done anything yet



My portfolio showcases my best work in a clear format

Step Two: What are you looking for?

It is important to identify what kind of work you are seeking. Having an idea (even if it isn't totally clear yet), will make a difference in finding and selecting jobs to apply to. It will also help you tailor your application materials.

I like to **solve problems** that involve:

I work best in an **environment** that:

To me, **success on the job** means:

The **tasks and skills** I excel in are:

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Step Three: Assemble your resources

Finding a job takes effort and strategy but there are lots of tools to help you. Brainstorm a few resources you can utilize in your job search.

Website or job board I should take a look at: _____

Keywords I could use for my online search: _____

UW Resource I can utilize: _____

Person I could talk to: _____

Event I could attend: _____

Step Four: Build a timeline

When do you hope to start a new job? What do you plan to do first? Mark key steps in the process and when you hope to complete them. Consider that most job seekers can expect to be on the job search for at least 1-2 months and that many will be on the job search for longer (3-4 months is common).



Step Five: Take action!

What is one thing that you can do today to get started on your job search?