

# Career Checklist

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Use this checklist to stay organized and on track with your career planning and job search.

## Self-Assessment

- Identify your strengths and weaknesses
- List your interests and values
- Take a career assessment test
- Research careers that align with your personality and skills

## Skill Development

- Learn or improve relevant technical skills
- Improve communication and teamwork abilities
- Gain experience through internships, volunteering, or part-time jobs
- Build a portfolio (if applicable)

## Resume & Cover Letter

- Write a clear, professional resume
- Tailor your resume for each job application
- Draft a personalized cover letter
- Proofread documents for errors

## Job Search

- Identify job titles and companies of interest
- Set up job alerts on job boards
- Network through LinkedIn, alumni, and career events
- Apply to multiple jobs each week

### Interview Preparation

- Research common interview questions
- Practice mock interviews
- Prepare questions to ask the employer
- Plan appropriate interview attire

### Follow-Up & Evaluation

- Send thank-you emails after interviews
- Keep track of applications and responses
- Evaluate job offers carefully
- Review long-term career goals

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**Disclaimer:** This checklist is for informational purposes only and does not guarantee job placement or career outcomes. Always consult a qualified career advisor for personalized guidance.

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Downloaded from: <https://careercollegementors.com/>