



Job Force Checklist



THE CHECKLIST FOR
GETTING A JOB DURING OR
AFTER HIGH SCHOOL

If school is NOT your thing, this list is designed to help you land the job you want in the career field that will help you build your future.

Resume 101

- ☐ Schoolinks is a great place to start your resume!
- ☐ Login and click on your profile and add all your details
- ☐ A resume should be one page and highlight the things that make you stand out.
- ☐ Try and tailor your resume to the job that you are applying for.
- ☐ Don't be afraid to ask for someone to look over it, or to check out websites for examples.
- ☐ Keep it simple!

Cover Letter: Do I need one?

- ☐ A cover letter is great if you are applying to a professional position.
- ☐ It should explain how you found out about the job, what makes you a great candidate, and what you like about the company.
- ☐ Not all positions require a cover letter, so look at the job postings for the jobs you are applying to to see if it is required.
- ☐ Each cover letter you write should be specific for the job you are applying for.

Elevator Pitch

- ☐ State Who You Are & Who You Help; Express Your Passion Show How You Are Unique; Align Your Skills with the Opportunity; Include a Call to Action
- ☐ Work on selling yourself in a quick, succinct manner.

Applications

- ☐ Use capitalization and proper grammar.
- ☐ Utilize websites like Indeed and LinkedIn, as well as google searches to find entry level jobs that you are interested in.
- ☐ Complete Applications as soon as you are able.

Job Fairs

- ☐ Dress for success at any and all Job Fair opportunities
- ☐ Bring a copy of your resume to leave with potential employers
- ☐ Make eye contact, shake hands, and speak clearly to potential employers

Interview Skills

- ☐ Practice interview questions with a friend or by yourself by reading and preparing answers.
- ☐ Follow up any interviews with a thank you note via email.

Reminder Notes

Utilize the Future Center! Ms. Tyree is here to help you talk through your dreams and come up with a plan. We can work on interview skills, resumes, and that all to important Elevator Pitch!

