



JOB SEARCH PUNCHLIST

Where do I start?

- Resume – 3-5 Accomplishment statements (STAR format)
- LinkedIn – once complete change the url + add business photo
- Branding - How do I want to be perceived in relation to the roles I want to target (look at other online resumes/profiles in similar roles in large markets)
- Business cards – list roles/skills/job titles, plus name, phone, LinkedIn address (limit the artwork – simple/basic)
- Networking Profile list target roles/companies + STAR format accomplishments (Profile template is on OJT website) take this to meetings
- Begin building your networking spreadsheet with 3 lists + set meetings
 - A – friends & family
 - B – former co-workers, vendors, acquaintances
 - C – referrals from list A & B
- Volunteer – church, charities that your target companies support
- Attend professional industry meetings – most offer discount for job seekers)
- Meet with people on list A, B, C (*Most jobs/referrals will come from list “C”*)

Suggested Weekly Schedule:

- Mondays – research at Library
- Tuesdays and Wednesdays – networking meeting/lunches/coffees
- Thursdays – volunteer day
- Fridays – research and scheduling day
- Saturday – activity with selected small groups
- Sunday – Faith / Family

(read your bible & pray every day for guidance)

Other Resources: www.OJTTulsa.org/workshops

Written BY: Kim Armstrong –kim.armstrong@raq.com or recruiterpro@att.net