

# JOB HUNTING CHECKLIST

- Set Goals
- Work Plan Drafted
- Secured Transcripts
- Professional Email Address
- Social Media Sweep
- Organized Prior Work
- Updated Resume
- Cover Letter Template
- Writing Samples (if applicable)
- LinkedIn Updated
- Written Bio Complete
- References Selected
- Elevator Pitch Crafted
- Created Profiles on Job Sites
- Identified Potential Agencies
- Contact Cards Ordered
- Reviewed Salaries
- Selected Interview Outfits
- Practiced Interview Questions
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## NOTES & PROGRESS