



Job Search 101:

Tips for Every Step of the Journey

01



Clear Out Your Voicemail

Keep your voicemail inbox clear to ensure you never miss an important message from a recruiter or hiring manager.

02



Use a Professional Email Address

Your email address should be simple and professional, ideally just your first and last name.

03



Update Your Social Media Accounts

Keep your online profiles aligned with the professional image you want to convey, as employers often review them.

04



Check Your Resume for Mistakes

Even small typos can cost you opportunities. Always proofread carefully or have a friend review your materials before submitting.

05



Craft a Compelling Elevator Pitch

Prepare a short, confident introduction that highlights your skills, experience, and explains why you're a strong fit for the role.

06



Create a Job Tracking Spreadsheet

Track all your job applications in one place, including company names, positions applied for, and follow-up actions. This helps you stay organized and on top of your efforts.