

JOB SEARCH PLAN CHECKLIST AND TIMELINE

Task	Start/completion dates
<i>Prepare written materials</i>	
Compose a working draft of resume or CV	
Write broadly targeted cover letter(s)	
Attend resume/cover letter critique appointment with Career Services	
Revise resume and cover letter as appropriate	
Log in and familiarize yourself with mySuccess	
Identify three to five potential referees	
Contact referees via email, phone, or in-person meeting to formally request letters of reference	
Provide referees a copy of your resume and any further application documents	
Revise and update professional portfolio	
Revise LinkedIn profile, personal webpage, and all social media profiles; ensure appropriate security settings	
<i>Actively identify job leads</i>	
Develop a working list of contacts for networking	
Compose and practice a short “elevator pitch”	
Identify job search resources (web, social media, professional/ social/alumni networks, print, etc.)	
Sign up for email newsletters and job alerts on posting sites	
Create a list of potentially suitable positions	
<i>Prepare to apply and interview</i>	
Attend interview workshop and/or book mock interview and one-on-one session through Career Services	
Thoroughly research every company to which you will apply; consult web and social media content and use your professional network	
Research each position to which you will apply; take inventory of your skills and the responsibilities required of the position, and articulate how you will demonstrate them.	



Task	Start/completion dates
<i>Apply and follow up</i>	
Rework resume and cover letter to specifically pitch yourself to each employer that interests you	
Formally apply; send resumes and cover letters	
Research salary information for your field and consult advice regarding negotiating strategies	
Place follow-up calls and/or send appropriate correspondence	
Create a personalized system for keeping track of your job search; include date, action taken, and next steps	
Research each position to which you will apply; take inventory of your skills and the responsibilities required of the position, and articulate how you will demonstrate them.	

Co-op, Career and Employment Services: www.uwindsor.ca/cces | mySuccess: success.uwindsor.ca



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CAREER AND EMPLOYMENT SERVICES OFFERS A VARIETY OF RESOURCES TO HELP YOU LAUNCH YOUR CAREER:

Job searching • Career planning • Work experience • Career preparation workshops • Personal appointments • Resume critiques
Mock interviews • Interest testing and assessments • Job fair and networking opportunities • Volunteer Internship Program (VIP)



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