



Explore



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## Job Seeker's Checklist

### Materials/Organizing Job Search

- Handshake:** Check job postings on a regular basis. Upload current resumes and apply to companies who are looking for UT Arlington students and graduates.
- Organized Job Search:** Create a spreadsheet to track networking contacts, job applications, and phone and face-to-face interviews.
- Résumés/Cover Letters:** Create a résumé and cover letter for each position. Incorporate industry and position key words to focus your documents to the position. Do not use a template. If you have no résumé prepared, visit the Career Development Center's Résumé and Cover Letter Workshop offered every Thursday and Friday at 10:00 am and 3:30 pm.
- Business Cards:** Print personal business cards for networking purposes.
- References:** Contact at least three to five business professionals, mentors, advisors, former supervisors, professors, etc. to obtain permission to use them as references. Provide your references with a copy of your resume

### Interview Preparation

- Thoroughly research the company, position and industry.
- Schedule a mock interview at the Career Development Center or inquire about using the virtual mock interview website called "Interview Stream".
- Prepare appropriate interview attire (contact The Career Development Center for any tips and advice).
- Prepare answers to the most common interview questions as well as questions to ask at the end of the interview.
- Plan to arrive at your interview 10-15 minutes early. If delayed, call the company immediately.
- Greet the interviewer(s) with a firm handshake, good eye contact, enthusiastic smile, and sincerity.
- Maintain a high level of energy and confidence.
- Show enthusiasm for the position and company and express desire to land this position (without desperation).
- Stress relevant achievements and specific qualifications that reflect the job description.

### Follow Up

- Send a thank you letter to each person within 24 hours of the interview.
- Maintain a job search log, which will help you track your job search progress.
- Remember to follow up with the employer 2-3 weeks after the interview.
- Contact the Career Development Center as soon as an offer is made.