

*Job Search
Kickoff*



**WAY
SOLUTIONS**

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Job Search Kickoff

Check your online image

- Facebook
- Twitter
- Google your name

Communication Tools

- Create professional email address
- Create professional answering machine message
- Create professional cell phone message
- Create email signatures with contact info so every email has your contact information at the bottom

Create LinkedIn Profile

- Invite professional contacts
- Seek recommendations from past colleagues
- Update profile to reflect current and past skills
- Complete as much as possible on the profile
- Join LinkedIn groups

Resume

- Make sure your contact info is complete and accurate
- Check that your work history is updated
- Double check your dates of employment to prepare to fill out an application

References

- Gather contact information
- Think about who you should include
- Make sure to reach out to them to ask permission

