

## Job Search “To Do” List for Beginners

Action Steps	Start By:	Who can help me?	Complete By:
<b>Create or Update my resume</b> (Choose a resume style: Chronological, Functional or Combination)			
<b>Create a cover letter</b>			
<b>Create a budget that will sustain me until I find employment</b>			
<b>Enroll in WorkSearch and Take the Personal Interest and Characteristics Assessment to help determine the best job match for me.</b> ( <a href="http://aarpworksearch.nbsalliance.com/">http://aarpworksearch.nbsalliance.com/</a> )			
<b>Locate and Research Staffing Agencies to decide if they can help me. If so, register with them.</b>			
<b>Search the community for workshops on Job Searching and Career Advice</b> (Search Jewish Family and Career Services (JFCS), Urban League, Goodwill Industries, newspaper, career one-stops, churches etc)			
<b>Register with Department of Labor (DOL)</b>			
<b>Register with a Career One-Stop</b>			
<b>Create a list of Employers I would like to work for and research their job openings</b>			
<b>Create or Expand my Network</b> (list of people who can help you get a job)			
<b>Make a list of names for possible references</b> (someone who can speak to your abilities) <b>Contact 3 to see if they will be my references</b>			
<b>Locate Computers and/or Classes in the community</b> (if you do not have one) <b>Check libraries, career, community, and senior centers</b>			