

Checklist: Job Search Supply Kit

Before you begin your search you may want to make sure that you have the necessary materials. Here is a shopping list. If you are on a tight budget local dollar stores may be a consideration.

- Pencils for note taking. You may need to erase.
- Black or Blue Pens most applications request a black pen.
- Paper to print resume and cover letters – if you are using someone else’s computer, it may be an idea to bring your own paper.
- Notebook or folder to fasten your information and to keep it organized.
- Highlighter or red pen to mark items on the job description.
- Calendar – sometimes you can find these for free. Some notebooks have these. You can also make your own.
- Paper clips.
- Staples and stapler.
- 3 hole puncher.
- Correction Fluid or White-Out. Do not use unless you absolutely have to use on an application. Do not use on resume.
- Staple remover.
- Ink Cartridge.
- A dedicated space in your home or room that no one will bother that is used to safely store information.
- Scissors for cutting out ads and articles in the news papers
- Loose change to make copies of your resume if necessary.
- Note pad or paper with pen or pencil to place near the phone for messages
- Stamps for thank you cards
- Business cards (optional, but recommended)
- Back up pair of eyeglasses (if applicable)