

THE PREPARY

tools | advice | consulting

1. GET STARTED

- Take a step back and think about what you really want out of your next move - consider both the type of work you see yourself doing as well as what your ideal work environment looks like
- If you're not sure what's next, reach out to people in your network who have interesting jobs or are working for interesting companies - learn about their experiences and seek their advice
- Make a list of dream companies and dream job titles and set up job alerts so great jobs will come right to you

2. POLISH YOUR JOB SEARCH BRAND

- Give your resume an update and a polish - add recent experience, cut outdated experience, and give the existing bullets a fresh scrub
- Learn to write an effective cover letter that won't take you all day - save a template to customize for future applications
- Ensure your LinkedIn profile is complete and accurately showcases your work experience
- Check on your online presence by googling yourself - make sure you like what you see

3. BEGIN JOB APPLICATIONS & KEEP TRACK

- Using your new materials, apply to open roles - if you're serious about making a move soon, commit to between 3-5 applications per week
- Set up a tracker with columns for job title, company name, link to posting, application date, and overall status - then add two columns at the end titled "networking attempt 1" and "networking attempt 2"

4. FOLLOW UP WITH STRATEGIC NETWORKING EFFORTS

- Commit to networking to follow up on each and every application (don't skip this step, it's important!)
- Leverage 1st, 2nd, and 3rd degree connections and these templates
- Pick 1-2 in-person events to attend each month that are related to your industry

5. GO ON INTERVIEWS & ACE THEM

- Prepare for the most common interview questions
- Research the company's mission, history, leadership, scope, and online presence
- Prepare questions for your interviewer
- Always write post-interview thank you notes

6. ANALYZE YOUR JOB OFFER AND DECIDE

- Ensure you understand all components of your job offer including base salary, bonus opportunity, benefits, and PTO information
- Revisit your start - stop - continue exercise and make sure the role you're considering truly meets your criteria
- Officially accept and sign your paperwork!
- Confirm a start date, time, and nail down any other onboarding logistics