

Job Search Project Management Framework & Checklist

Below you will find recommended steps to support your job search. The steps can be interchangeable but typically follow the pattern noted. This framework is powered by *WHO Logic* content on The Center [website](#).



STEP 1: TRACK YOUR PROGRESS – Create a Job Search Folder

Create a folder *and* subfolders for your self-marketing and job search materials. Contents include resume and cover letter versions, job postings, your company list, networking activity, etc.

- Get Organized! Create an e-folder for your self-marketing & job search materials.
 - **Folder Creation Date:**

STEP 2: SELF-MARKETING – In Writing

Resume Design

- Check out our [resume guidance](#) and samples.
- Improve your resume with a [VMock](#) review.
- Follow the instructions for uploading your resume to [Handshake](#).
- Use the [VMock Optimizer Function](#) to align your resume with specific job postings.
 - **Resume Completion Date:**
 - **Handshake Resume Upload Date:**

Cover Letter (as needed)

- [Cover letter guidance](#) and samples.
- Create a basic cover letter and update for specific job postings.
 - **Basic Cover Letter Completion Date:**

Handshake & LinkedIn Profiles (your written pitch)

- Build your [Handshake Profile](#) from your resume.
- Review the [LinkedIn Checklist](#). Check out our [Headline](#) & [About Section](#) Examples.
- Copy Your LinkedIn *About* Section to the *My Journey* Section on Handshake.
 - **Handshake Profile Completion Date:**
 - **LinkedIn Profile Completion Date:**

STEP 3: SET UP YOUR JOB POSTING NOTIFICATIONS – System Optimization

Input and update your job preference data in Handshake and LinkedIn to receive curated lists of jobs.

- Handshake “[My Career Interests](#)” & Set “[Job Search Alerts](#)”.
 - **Handshake Job Search Alerts Completion Date:**

- LinkedIn “[Job Preference & Job Alerts](#)”.
 - **LinkedIn Job Alerts Completion Date:**

- Follow [EGR Hot Jobs](#) (curated specifically for EGR students).
 - **Following EGR Hot Jobs Completion Date:**

**You may also wish to set up other site notifications including [Indeed.com](#) and [Internships.com](#).*

STEP 4: APPLYING TO JOBS – Beating the Bot

The application tracking software (ATS) can make or break your job search. A 10-minute review of the [ATS Document](#) will help you learn key strategies for beating the bot and increase your ability to convert your applications to interviews.

Beat the Bot

- Read the [ATS Document](#).
 - **I am “Beat the Bot” ready – Completion Date:**

STEP 5: SELF-MARKETING – Verbal Pitching & Interviewing

This is interchangeable with step 4. There will be moments when you pitch before you apply for jobs.

Verbal Pitch - For use at career fairs, recruiting events, and networking conversations.

- Review the [Verbal Pitch Sample](#). Read the [Pitch Chapter](#) in WHO Logic. Create your general pitch and modify based on your audience.
 - **Pitch Completion Date:**

Interviewing

- Review [Interviewing Resources](#). Read [WHO Logic, Chapter 9](#).
 - **WHO Logic Chapter 9 Review Completion Date:**

- Practice interviewing using MSU’s [InterviewPrep](#).
 - **InterviewPrep Completion Date:**

STEP 6: OFFER MANAGEMENT – Deadline Extensions, Negotiation & EGR X

- I reviewed the [Offer Management](#) section on The Center site.
 - **Offer Management Review Completion Date:**

We recommend you [make an appointment](#) to discuss offer management and negotiation.

If this is an internship or co-op offer, earn course credit through our [EGR X program](#). It's a free course focused on your professional development.

STEP 7: REPORT YOUR OFFER, CELEBRATE & GO TAKE A NAP

- Please [report your offer](#). This information is critically important to the college and to students who follow after you.
 - **Offer Report Date:**

Yep, you should celebrate. You landed a role and learned how to market your skills and experiences; you will do this again and again throughout your career! Nap now and use these practices and strategies as you advance.

JOB MARKET READINESS POWERED BY WHO Logic

