

Job Search Plan

STUDENT CHECKSHEET

NOTE: Resources mentioned below and more are available at www.centralaz.edu/career

Employment Search Process

- Create your **Resume** and **Cover letter**. Resources available @ www.centralaz.edu/career
- Create an **Introduction Speech**: a two-minute description of your skills and career goals.
- Make a networking list that includes friends, family, teachers, classmates, employers and more
 - When someone in your network refers you to an employer, make direct contact in-person, by phone, or by email. Be professional and prepared with your Introduction Speech, Cover Letter and Resume
- Create professional profile on business platforms such as LinkedIn
- Research Potential Employers in your area that hire people with your skills. Where to search:
 - Employer Websites
 - Join National Trade & Professional Associations. *Example*/American Welding Society
 - Contacts on your Networking List

Job Applications

- Submitting a job application for an open position is often your first step. Be neat and complete.
 - Most applications will require documents such as resume, cover letter, school transcripts and more.
 - Most will ask for references. These are important, choose carefully.
 - Helpful Resources: <https://www.careeronestop.org/JobSearch/Resumes/job-applications.aspx>

Interviews

- Before the scheduled interview, learn as much as you can about the organization and job through your network, company website, online searches and more.
- Create your **Career Story** that will showcase your skills and career readiness when interviewing.
- Resources: <https://www.careeronestop.org/JobSearch/Interview/job-interviews.aspx> and www.centralaz.edu/career

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