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
   o 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:
   o Employer Websites
   o Join National Trade & Professional Associations. Example/American Welding Society
   o Contacts on your Networking List

Job Applications

☐ Submitting a job application for an open position is often your first step. Be neat and complete.
   o Most applications will require documents such as resume, cover letter, school transcripts and more.
   o Most will ask for references. These are important, choose carefully.
   o 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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