

Job Search Process

Your Checklist for Success

- Download and complete the *Weekly Job Search Schedule* from the Attachments tab in the upper left corner.
- Estimate how long you expect your job search might take.
- Download the *SMART Job Search Goals* handout from the Attachments tab in the upper left corner. Use it to create SMART goals for your job search. Create at least two versions of your resume initially:
 - One-page version
 - Two-page version
 - To help you write an outstanding resume, be sure to complete the Effective Resumes and Cover Letters section in this toolkit!
- Create an initial version of your cover letter, to be revised in the future based on needs.
 - To help you write an outstanding cover letter, be sure to complete the Effective Resumes and Cover Letters section in this toolkit!
- Request letters of recommendation and ask people if they will be references for you in your job search.
- Request a copy of DD Form 2586, Verification of Military Experience and Training (VMET).
- Attend a DoD-sponsored or a service-sponsored transition assistance workshop.
- "Professionalize" your online presence by ensuring the information about you online shows potential employers what an outstanding employee you would make (and doesn't contain any embarrassing information).
- If you are interested, determine your eligibility for Troops-to-Teachers or Helmets to Hardhats.
- Review at least five online job boards to see which you like best, and which seem to have the most jobs in your area of interest.
- Review the Bureau of Labor Statistics Occupational Outlook for the outlook on occupations that interest you.
- Download and print out the *How to Write an Elevator Speech* handout in the Attachments tab in the upper left corner of the toolkit. Use it to prepare your personal elevator speech.
- Download and complete the *Networking Plan* handout in the Attachments tab in the upper left corner. Begin networking.
- Look up at least one professional organization and attend a meeting.
- If you haven't already, join a professional social networking group, fill out your profile, post your resume, and begin making contacts online.
- Download and complete the *Sample Employment Application Form* from the Attachments tab in the upper left corner and complete it. Keep it with you when you attend job fairs or interview as a reference.