Checklist for Getting a Job

1. Where do you want to work?
   - [ ] Research Companies
     Learn which companies interest you at:
     [http://www.sinclair.edu/job-researching-companies](http://www.sinclair.edu/job-researching-companies)
   - [ ] Meet Employers at Career Fairs
     Career Fairs are a great way to get your name and face in front of an employer.
     Learn how to make the best use of a Career Fair at:
     [http://www.sinclair.edu/preparing-for-a-job-fair](http://www.sinclair.edu/preparing-for-a-job-fair)

2. Get prepared to apply
   - [ ] Go to Student & Community Engagement for Assistance
     [http://www.sinclair.edu/student-life/sce](http://www.sinclair.edu/student-life/sce)
   - [ ] Ask for References
     [http://www.sinclair.edu/job-references](http://www.sinclair.edu/job-references)
   - [ ] Write a Resume
     [http://www.sinclair.edu/job-resume-basics](http://www.sinclair.edu/job-resume-basics)
   - [ ] Craft a Cover Letter
     [http://www.sinclair.edu/job-cover-letter-basics](http://www.sinclair.edu/job-cover-letter-basics)
   - [ ] Practice Interviewing
     [http://www.sinclair.edu/job-interviewing](http://www.sinclair.edu/job-interviewing)

3. Search for your job
   - [ ] Build a Network
     [http://www.sinclair.edu/job-networking](http://www.sinclair.edu/job-networking)
   - [ ] Websites to Use in Your Job Search:
     Search online job postings in your career field at:
     [http://www.sinclair.edu/job-websites-to-use](http://www.sinclair.edu/job-websites-to-use)
JobLink Website:
Student & Community Engagement Online Job board at:
http://www.sinclair.edu/joblink

Use Social Media in Your Job Search
Social media is quickly becoming a good place to find a job. Learn how to look good to an employer and find the job you want at:
http://www.sinclair.edu/job-using-social-media

4. Apply for your job
Tips for Completing Job Applications
http://www.sinclair.edu/job-applications

Career Connection
Your Gateway for Career Resources