

# 20 THINGS YOU NEED FOR YOUR JOB SEARCH

---

- Portfolio of work and evaluations
- Professional email address
- Professional email signature
- Professional voicemail greeting
- LinkedIn profile
- 20+ Accomplishment stories
- Listings of ideal job postings
- Targeted, focused resume for every job you apply to
- List of 50+ companies that could potentially hire you
- Answers to dreaded interview questions
- 10-30-60 second Elevator pitch
- List of 100+ people you know
- Business cards
- Cover letter/thank you letter templates
- Networking email templates
- Separate folder for job postings, resumes and cover letters by company
- Spreadsheet to track job applications/follow-up
- Spreadsheet to track networking contacts/follow-up
- Calendar to keep track of meetings
- Positive mindset!