**Contacts List Chart**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name/Type | Phone Number/Email | Why Selected | How Will They Help You |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Track Your Options**

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Organization or Business | Contact Info - Website, Email, Phone Number | Contact Person |
|  |  |  |  |
| People, Data, Things or Ideas | Job Average Wage | Opportunities for Advancement | Education/Training for Job |
|  |  |  |  |
| Licensing/Certifications for Job | Duties of Job | Personal Pros | Personal Cons |
|  |  |  |  |

**How to make a tailored CV/Resume**

|  |  |
| --- | --- |
| Qualifications | How do you meet the criteria? |
|  |  |
| Skills, Abilities or duties | How do you meet the criteria? |
|  |  |

**Interview Steps**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Organization Business Name and Job Info** | | |
| **Checklist Steps** | **Job 1** | **Job 2** | **Job 3** |
| Give Your Name |  |  |  |
| Ask for the name of the Department Head and ask to speak with them |  |  |  |
| Give your name to the Department Head and address them by name |  |  |  |
| Tell the person who referred you (if anyone), or how you learned about the position |  |  |  |
| Give your qualifications and express interest in the specific job you seek |  |  |  |
| Ask for an interview (either job or informational interview) |  |  |  |
| Interview Date |  |  |  |
| If you are comfortable, ask the person if they know of any other job leads and how to contact them |  |  |  |
| Ask for permission to use the person's name when contacting those leads |  |  |  |
| Thank the person and tell them when you will call back/or ask when you should call back |  |  |  |
| Any learning or follow-up actions needed |  |  |  |