

WIL Readiness Checklist

Name: _____

You have completed your WTP course and are looking for your co-op/work term. Are you ready to apply and interview for jobs?

Answer these questions to test your readiness:

- ☐ Is your resume up to date, including information about your current (or most recent) job?
Having a complete resume is very important whenever you are starting your job search.
- ☐ Have you had others proofread your resume?
It is always a good idea to have someone else proofread your resume. They bring a fresh perspective and can even suggest small changes that may help you snag that first interview.
- ☐ Have you developed an effective cover letter and can you target them to specific jobs?
Many employers use the cover letter to decide on who to select for an interview. It's important to keep this letter concise and to the point while highlighting your skills, education and experiences that are transferrable to the job you are applying for. Four brief paragraphs are usually sufficient for an effective cover letter.
- ☐ Do you have clear and concise career goals that you ready to discuss in an interview?
It's tough to go after a job if you do not have career goals. Throughout the interview process you will be asked about your career goals many times and it is very important to be able to state them in a clear and concise manner.
- ☐ Do you have appropriate clothing to wear at an interview?
Wearing a suit and tie isn't a necessity but it does convey professionalism and typically provides a good first impression. Wearing a dress shirt, pants/skirt is a safe bet when going on an interview, even if business casual is the daily attire.
- ☐ Do you know what skills you can offer an employer, and are you able to articulate them in an interview situation?
If you familiarize yourself with the job you are applying to, make certain that your skill set matches fairly well. If your current skills are not obvious to you, then you may want to consider taking a skills assessment. This will provide you with a better vocabulary about what unique skills you bring to the job. It's important to be comfortable talking about yourself, your skills and how they can translate to the workplace.
- ☐ Have you participated in a practice interview?
The practice interview is very important. It is especially important if it has been years since your last interview or if you've never had one. Before any live interview with a potential employer it is a good idea to go through a dry run. Your WIL Coordinator is available for practice interviews. Have your practice interviewer ask the types of questions you would expect to receive in the live interview.