

The

Essential Resources

for

Landing a Job After You Graduate



CONTENTS

- 1 Phone-A-Friend Checklist**
- 2 Job Track Playbook**
- 3 Crafting Your Story**
- 4 How to Organize Your Application Process**
- 5 Do Your Homework**

The guides in this packet are meant to accompany our blog post, *The Ultimate Guide to Landing a Job After You Graduate*. If you haven't yet, check it out, then use these pages as a way to collect your thoughts, organize yourself, and prepare for employment!

PHONE-A-FRIEND CHECKLIST

ASK 10 PEOPLE ABOUT THEIR JOBS

Feel free to use the questions below or add your own. Keep your questions specific and actively listen to answers — getting advice from others can give you an edge in your job search.

- What does your average day look like?
- What types of projects are you working on?
- Is your day spent mostly working alone or filled with meetings?
- How, if at all, do you interact with your boss?
- What's the culture and overall vibe of your office?
- What do you love about your job? What do you wish you could change?
- What's the most important skill you need to succeed in your job, and why?

A great interview also needs some great notes — for each person you call, be sure to record the following in a document:

Name, company & title



Key takeaways



Next steps



JOB TRACK PLAYBOOK

Identify **3 jobs you want**, look into what you need in order to do them, and figure out how to get there. (You can type directly into this PDF!)

Position 1:

Skills I Have:

Skills I Need:

Action Steps:

Position 2:

Skills I Have:

Skills I Need:

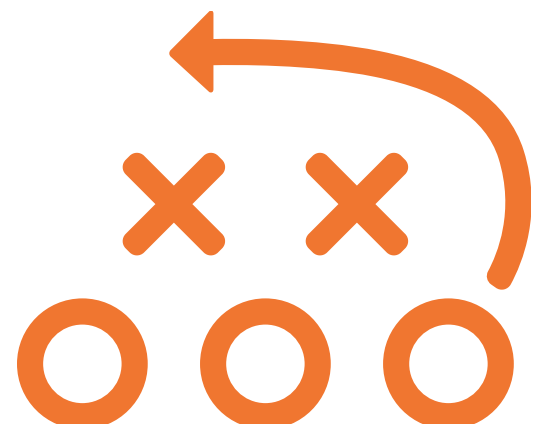
Action Steps:

Position 3:

Skills I Have:

Skills I Need:

Action Steps:



CRAFTING YOUR STORY

When you're ready to apply for a position, **you need to be more than just another resume** — who are you and why should you be considered for this role?

Fill in this sentence:

I would be a great _____ because I have _____, _____, and _____ skills as evidenced by my work with _____ and _____.

Everything you hand in, say, and do when applying need to be consistent with the statement. Things to keep in mind:

- How easy to read are your resume & cover letter?
- Do your hobbies or outside activities help make you a stronger candidate?
- Google yourself. Do you like what you see?

HOW TO ORGANIZE YOUR APPLICATION PROCESS

Keeping track of your place in the application cycle can be tricky, especially with your resume in the hands of several companies at once. Set up a spreadsheet with the following headings, and adjust it according to what works best for you.

Date Applied	Job Title & Description URL	Company	Hiring Manager/Recruiter
6/1/2015	Marketing Associate	Alpha Marketing	JAdams@mail.com
6/1/2015	Software Engineer	Beta Programs	JKennedy@mail.com
TBD	System Analyst	Gamma Systems	GWashington@mail.com
TBD	Recruiting Specialist	Delta Operations	JEHoover@mail.com