

# Job Search Checklist, Some Things You Need For a Successful Search

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*Another in a series of articles on How to Conduct a Successful Online Job Search from MasterMyFinances.com*

The prospect of searching for a new job can be daunting, but with the right tools, you can make your search easier and, ultimately, successful. Here are some things that every job seeker should have in their arsenal.

## **Polished Resume**

While this should go without saying, hiring managers say all the time that they are surprised by the sloppy resumes that come across their desk. If words are misspelled or there are glaring grammatical errors, most employers won't even bother to learn more about what you have to offer. Be sure that before you send it out, that your resume is polished to perfection. If you need to enlist the help of a professional to organize your resume, do so. It will be worth the money that you spend. Remember, that your resume is often going to be the first impression that potential employers have of you, so make it a good one.

## **Professional Online Presence**

Yes, you had a great time in Cabo during Spring Break, but you need to take those racy photos down before the hiring manager has a chance to see them. Many people are not aware of the privacy settings on their pages on social networking sites and many employment opportunities have been lost due to questionable content on those pages. More and more hiring managers are doing internet searches of potential hires, to be sure your online presence is 100% professional. Or, at least make sure the privacy settings will not allow hiring manager to view your pages.

## **Membership on Networking Sites**

If you are not already a user on a few social networking sites, sign up today. Don't pick just one, but instead sign up for at least two or three. Even if your friends may not have any job leads, one of their friends might. Many job opportunities really are about "who you know", so use this tool as way to "know" as many people as possible.

## **Method of Organization**

Keep track of where you sent resumes and when you sent them. Also, keep a log of follow-up phone calls, letters and other important information. An old fashioned notebook and folder can surely do the trick, but there are also sites that offer you help in organizing your job search efforts. One of those sites is JibberJobber.com. That site offers a variety of tools to help you keep track of you contacts and other information important to your goal of finding new employment.

There are many tools available for the online job seeker. These are just the basics to help you get started on the right foot. As you add more tools to your job search toolbox, you'll increase your chances of finding the perfect job for you.

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