

## JOB SEEKER CHECKLIST

### **COME PREPARED!**

Whether you are looking for a job or seeking a career change, this event offers great networking opportunities. Here are tips to make it a success.

- Attend a resume review session at the Downtown Library, March 25 (Noon- 4 p.m.)
- Update your resume and make sure it is free of typos and grammatical errors, and print copies to bring to the event\*
- Bring business cards to pass out to employers\*
- Research companies and prepare questions for employers
- Prepare what you will say and how you will present yourself to employers
- Dress professionally, as you would for an interview
- Bring a pen and paper to take notes
- During the event, attend as many motivational sessions and job search workshops as possible and take the opportunity to speak with the presenters afterwards.

\*Some companies only accept online applications but it is still a good idea to bring copies of your resume and business cards with you.