



# Job Search Checklist

When you're looking for work, it's important to be prepared. Below are some items to have on hand.

- Application information
- Cover letter & résumé
- List of references
- Certifications and licenses
- Letter(s) of recommendation
- Samples of your work
- Evaluation(s) from your last job

## Other Supplies

- Blue & black ink pens
- Thank you cards
- Résumé paper
- Stamps
- Envelopes
- Computer disc

It's also a good idea to keep track of all of your job search activities — every application or résumé you turn in and every interview.

**Visit WorkSource for more job search tips and tools. We offer workshops to help you land the job you want.**



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