The Ultimate Guide to Cleaning Up Your Career Strategy

The Ultimate Guide to Making Money in College

Resume & Cover Letter

- Delete old resumes and cover letters.
- Organize a list of places you will submit your new resumes.
- Thoroughly research companies.
- Create ATS-friendly resumes/cover letters.
- Save documents with recruiter-friendly filenames.

References

- Review current list of references.
- Create lists of people who would
- make good references.
- Remove anyone who can't properly represent you.
- Identify what you want each reference to cover.

Brag Book

- Double check all your facts/data.
- Ensure you don't disclose past employer confidential information.
- Check that information is consistent.
- Recopy wrinkled or faded documents.
- Get updated educational transcripts.
- Remove irrelevant work samples.

Video Resume

- Check with hiring companies to see if they accept videos.
- Learn if it's customary to use video resumes in your particular field.
- Identify the exact purpose for making a video resume aside from just the wish to "stand out".

Social Media

- List your social media accounts; delete those your don't need.
- Sweep content clean of anything inappropriate.
- Review friends' comments, and unfollow them if necessary.
- Adjust posting permissions for others.
- Google your name to see if any anything unwanted pops up.

Communication

- Create a separate email to use for your job search. Use your name only.
- Create a professional auto-responder.
- Write and practice a professional voicemail script.
- Monitor how full your inbox is.

Notes: _____

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