

## **Job Search Binder**

You should create and maintain a Job Search Binder. Think of it as your “Project Plan.” You’ll visit the plan each day, add, update, delete info. It will serve as your roadmap as you search for new work opportunities.

Your binder should have the following sections:

Resume

Generic cover letter

“The One Minute Me”

References

Job Team contact names and business cards

Recruiter cards

List of target companies to contact

List of individuals to contact

Job Search and Process Guide

Your Overall Marketing Plan

Personal action plan for the week

Communication Log

Reference Section

- Articles on Networking
- Articles on Buddy System
- “Welcome To My Journey”
- Practice Interview Questions
- Negotiations