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5 steps to prepare for your job search

- ☐ List your **priorities** for the job you want (**location, salary, responsibilities, flexibility, part time vs full time**)
- ☐ Set up custom **job alerts**- so you never miss an opportunity
- ☐ Plan who your **references will be and notify them** that they may be contacted
- ☐ Assemble your resume, cover-letter and **documents** (certs., diplomas, police check, additional qualifications etc.)
- ☐ Read **application instructions** carefully - follow the directions and make notes to ensure you don't miss anything



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