## Your Job Search Checklist:

### Step One: Start your job search checklist with you.

\_\_\_ Make a list of your interests, strengths and skills.  
\_\_\_ Make a list of your academic, volunteer and work experience.  
\_\_\_ Write a brief statement explaining why you are an excellent worker.

### Step Two: Figure out where you want to work.

\_\_\_ Write down a few jobs or careers you would enjoy.  
\_\_\_ Write down ten companies that you would enjoy working for in those fields.  
\_\_\_ Know what kind of job you’re qualified for: entry-level, management, skilled work, etc.  
\_\_\_ Know your limits: [salary requirements](https://www.campusexplorer.com/college-advice-tips/CA057D53/Job-Offers-and-How-to-Negotiate-Salary/), geographic location, hours, etc.

### Step Three: Get everything you need for an interview.

\_\_\_ Use the lists you made in step one to make a [resume](https://www.campusexplorer.com/college-advice-tips/1D4ABB1B/2012-Resume-Tips-and-Checklist/).  
\_\_\_ Use the lists you made in step one to write a basic [cover letter](https://www.campusexplorer.com/college-advice-tips/19E6D9B1/How-to-Write-a-Cover-Letter/).  
\_\_\_ Find three people who can be your [references](https://www.campusexplorer.com/college-advice-tips/3E4E327C/Everything-You-Need-to-Know-About-Job-References/).  
\_\_\_ [Plan answers to common interview questions](https://www.campusexplorer.com/college-advice-tips/1D658F6C/Preparing-for-an-Interview-Your-Job-Interview-Checklist/) or attend a mock interview.  
\_\_\_ Have at least one very nice, professional-looking [“interview” outfit](http://www.cnn.com/2012/06/25/living/oprah-wear-to-interview/index.html).  
\_\_\_ Create a short speech designed to sell yourself to employers.  
\_\_\_ Make sure your voicemail message and email address are both professional.

### Step Four: Search for jobs!

\_\_\_ Make specific searches for work online using [job search engines](https://www.campusexplorer.com/college-advice-tips/E240C7CF/The-Internets-Best-Job-Search-Engines/).  
\_\_\_ Upload your resume with job search engines online.  
\_\_\_ Go to local places of employment and drop off a resume and cover letter.  
\_\_\_ Seek out [career fairs and company recruiters](https://www.campusexplorer.com/college-advice-tips/861A1AF2/Career-Fairs-and-Professional-Networking/).  
\_\_\_ Use your friends or network of contacts to search for employment.  
\_\_\_ [Follow-up](http://money.usnews.com/money/blogs/outside-voices-careers/2012/08/27/how-to-effectively-follow-up-after-a-job-interview) on every job you find as soon as possible.

### Step Five: Be proactive.

\_\_\_ Tailor your resume and cover letter to each job you submit them for.  
\_\_\_ Always call employers for an interview after submitting your resume and cover

letter.  
\_\_\_ Always call or email employers just to say thank you after an interview.  
\_\_\_ Always check your email for any follow-up and action items  
\_\_\_ Setup your voicemail so that employers may leave a message in case you are not

available to answer their call.   
\_\_\_ Consult your job search checklist frequently to make sure you are staying on track.

**Extra Employment, Job Training and Career Resources in the St. Louis Area:**

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| --- | --- |
| [**St. Louis Job Corps Center**](https://stlouis.jobcorps.gov/)  4333 Goodfellow Blvd  St. Louis, MO 63120  Contact for Questions: Duana McNeal  Phone: 314-679-6200 | [**St. Louis Youth Jobs**](https://application.stlouisyouthjobs.org/Default_Org.aspx)  Open Positions: Varies  Contact for Questions: Jerica Robinson  Email: [jerica@stlyouthjobs.org](mailto:jerica@stlyouthjobs.org)  Phone: 314-499-8176 ext. 2 |
| [**St. Louis Agency on Training and Employment**](https://www.stlouis-mo.gov/government/departments/slate/youth/index.cfm)  1520 Market St., 3rd Floor,  Phone: 314-589-8000 | [**St. Louis Fire Department**](https://www.stlouis-mo.gov/jobs/job-detail.cfm?job=5930&detail=1)  Open Positions: Probationary Fire Private  Contact for Questions: Devon Adams  Email: [adamsd@stlouis-mo.gov](mailto:adamsd@stlouis-mo.gov)  Phone Number: (314) 622-5762 |
| [**Amazon**](https://www.amazon.jobs/en/teams/fulfillment-associate?offset=0&result_limit=10&sort=relevant&state%5B%5D=Missouri&distanceType=Mi&radius=24km&latitude=&longitude=&loc_group_id=&loc_query=&base_query=&city=&country=&region=&county=&query_options=&)  Open Positions: Warehouse  Contact for Questions: Alexus Coates  Email: [alecoate@amazon.com](mailto:alecoate@amazon.com) | [**SLMPD Cadet Program**](https://www.slmpd.org/cadet_program.shtml)  Contact for Questions: Eva Millar-Galván  Email: [emmillar-galvan@SLMPD.ORG](mailto:emmillar-galvan@SLMPD.ORG)  Phone: 314.444.5999 |
| [**American Staffing**](https://ame.avionte.com/american-staffing-job-positions?search=)  Open Positions: Warehouse, Manufacturing  Contact for Questions: Angelic  Phone Number:636.600.1900  Email: [ahobart@americanstaffingstl.com](file:///C:\Users\ktejan7274\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\3NB6HECE\ahobart@americanstaffingstl.com) | [**Mercy**](https://careers.mercy.net/c/nonclinicalsupport-services-jobs?s=1)  Open Positions: Patient Access Representative  Contact for Questions: Leslie Smith  Email: [Leslie.Smith2@Mercy.Net](mailto:Leslie.Smith2@Mercy.Net) |
| [**J&J Snacks**](https://www.indeed.com/jobs?q=J%26J%20Snack%20Foods&l=St.%20Louis%2C%20MO&radius=100&vjk=45650f904720ce83)  Open Positions:Snack Packers  Contact for Questions:Jamie Fereday  Phone Number:323-476-3899  Email:[jfereday@daddyrays.com](mailto:jfereday@daddyrays.com) | [**CyberUp**](https://wecyberup.org/levelup/)  Industry: Coding and IT Apprenticeship  Contact for Questions: Mike Bryan  Email: [mike@wecyberup.org](mailto:mike@wecyberup.org) |
| [**Clarkson EyeCare**](https://www.clarksoneyecare.com/careers)  Open Positions: Call Center and Secretarial  Contact Name: Olivia Eubank  Email: [oliviaeubank@eyecare-partners.com](mailto:oliviaeubank@eyecare-partners.com) | [**NPower**](https://www.npower.org/locations/missouri/)  Industry: Coding and IT Apprenticeship  Contact for Questions: Ben Kesler  Email: [ben.kesler@npower.org](mailto:ben.kesler@npower.org) |
| [**Charter Spectrum**](https://jobs.spectrum.com/job/saint-ann/call-center-sales-18-hr-plus-incentives-and-commission/4673/27502714976)  Open Positions: Customer Service  Contact for Questions: Meggan Lipe  Email: [Meggan.Lipe@charter.com](mailto:Meggan.Lipe@charter.com) | [**City of Saint Louis**](https://www.stlouis-mo.gov/government/departments/personnel/jobs/index.cfm)  Open Positions: Various  Contact for Questions: Devon Adams  Email: [adamsd@stlouis-mo.gov](mailto:adamsd@stlouis-mo.gov)  Phone Number: (314) 622-5762 |
| [**Boeing Program**](https://stlcc.edu/programs-academics/accelerated-job-training/boeing-pre-employment-training.aspx)  Contact for Questions: Gerald Hager and Dan Stroot  Phone Number: 314-232-4498  Email: [gerald.d.hager@boeing.com](mailto:gerald.d.hager@boeing.com) and [gerald.d.hager@boeing.com](mailto:gerald.d.hager@boeing.com) | [**Southwest Airlines**](https://careers.southwestair.com/job/39180/Customer-Service-Agent)  Open Positions: Ramp Agent and Customer Service Agent  Contact for Questions: Sarah Steinmann  Email: [Sarah.Steinmann@wnco.com](mailto:Sarah.Steinmann@wnco.com) |
| [**St. Louis Public Schools**](https://app.hirenimble.com/jobs/slps)  Open Positions: Custodians, Library Aide, Clerical, Safety Officer and Warehouse  Contact for Questions: Danielle Jackson  Phone Number: 314-345-2225  Email: [Danielle.Jackson@slps.org](mailto:Danielle.Jackson@slps.org) | [**Gateway Global**](http://www.ggayba.org/about.html)  Open Positions: STEM Apprenticeships  Contact for Questions: Zekitta Armstrong-Asuquo  Email: [zekitaa@gatewayglobaldl.com](mailto:zekitaa@gatewayglobaldl.com) |
| **BUD Program**  Open Positions: Apprenticeships  Contact for Questions: Sergio Munoz  Phone Number: 314.678.1403  Email: [smunoz@stl-cts.org](mailto:smunoz@stl-cts.org) | [**STL LED**](https://stlledlighting.com/)  Open Positions: Call Center/Sales  Contact for Questions: John Sternberg  Email: [john@stlledlighting.com](mailto:john@stlledlighting.com) |
| [**Kansas City Southern Rail**](https://kcsouthern-careers.silkroad.com/Careers/EmploymentListings.html)  Open Positions: Conductors  Contact for Questions: Candace Cummings  Email: [CCummings@KCSouthern.com](mailto:CCummings@KCSouthern.com) | [**Sherwin-Williams**](https://jobsearch.sherwin.com/?jobsearch_keyword=&jobsearch_lat=38.6305392&jobsearch_lng=-90.19282160000002&jobsearch_postal=63101&jobfiltering_language=&jobfiltering_sortby=Closest&jobfiltering_distance=25&jobfiltering_distance_format=Miles&jobfiltering_worklocation=&jobfiltering_division=&jobfilter_arr_jobfields=&jobfilter_arr_employement_categories=&jobsearch_location=St.%20Louis%2C%20MO%2063101%2C%20USA&jobsearch_region=&jobsearch_country=&jobsearch_state=)  Open Positions: Customer Service  Contact for Questions: Tom Hertzfeldt  Email: [thomas.d.hertzeldt@sherwin.com](mailto:thomas.d.hertzeldt@sherwin.com) |
| [**Plumbers and Pipefitters Union**](https://local562.org/training-facilities/)  Open Positions: Apprenticeships  Contact for Questions: Fred Searcy, Jr.  Phone Number: 314-914-5744  Email: [freds@pnp562.org](mailto:freds@pnp562.org) | [**AmstedRail**](https://www.amstedrail.com/careers/)  Open Positions: Laborer and Quality Process Inspector  Contact for Questions: Lyn Belton  Email: [LBelton@amstedrail.com](mailto:LBelton@amstedrail.com) |

**IT Education/Training Programs-**

[**https://www.npower.org/**](https://www.npower.org/)

[**https://www.launchcode.org/**](https://www.launchcode.org/)

[**https://savvycoders.com/**](https://savvycoders.com/)

[**https://wecyberup.org/**](https://wecyberup.org/)

**ESRI – Student Page -** [**https://www.esri.com/en-us/arcgis/products/arcgis-for-student-use/overview**](https://www.esri.com/en-us/arcgis/products/arcgis-for-student-use/overview)

**School / Teacher -** [**https://www.esri.com/en-us/industries/education/overview**](https://www.esri.com/en-us/industries/education/overview)

**Healthcare / Bio Life Careers at-**

**BJC Health Care -** [**https://www.bjc.org/jobs**](https://www.bjc.org/jobs)

**BJC Institute for Learning and Development -** [**https://www.bjclearn.org/**](https://www.bjclearn.org/)

**Pfizer -** [**https://careers.pfizer.com/en**](https://careers.pfizer.com/en)

**CVS Health -** [**https://jobs.cvshealth.com**](https://jobs.cvshealth.com/?prefilters=none&CloudSearchLocation=none&CloudSearchValue=none)

**Bayer -** [**https://career.bayer.us/**](https://career.bayer.us/)

**Manufacturing, Engineering, IT at –**

**Boeing –** [**Jobs.Boeing.com**](https://jobs.boeing.com/location/st-louis-jobs/185/6252001-4398678-4407066/4?gclid=Cj0KCQiAmL-ABhDFARIsAKywVacBEYWDZClBpUx1epBx-DN3VR2UQwxplmihLZC2Tgpdjjhfr6k4cIsaAhAXEALw_wcB)

**St. Louis Pre-Employment Program for Boeing -** [**https://stlcc.edu/programs-academics/accelerated-job-training/boeing-pre-employment-training.aspx**](https://stlcc.edu/programs-academics/accelerated-job-training/boeing-pre-employment-training.aspx)

**General Motors -** [**https://search-careers.gm.com/**](https://search-careers.gm.com/)

**Burns & McDonald - STL - https://www.burnsmcd.com/careers**

**National Geospatial Intelligence Agency -** [**https://www.nga.mil/careers/1595879126287\_Your\_Career.html**](https://www.nga.mil/careers/1595879126287_Your_Career.html)

**Construction and Infrastructure -**

**Ameren -** [**https://www.ameren.com/company/careers**](https://www.ameren.com/company/careers)

**Ameren – Career Pathways -** [**https://www.ameren.com/company/careers/career-paths**](https://www.ameren.com/company/careers/career-paths)

**Spire -** [**https://jobs.spireenergy.com/**](https://jobs.spireenergy.com/)

**Paric Construction -** [**http://www.paric.com/careers/**](http://www.paric.com/careers/)

**McCarthy Construction -** [**https://www.mccarthy.com/careers**](https://www.mccarthy.com/careers)







