## 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 BlvdSt. Louis, MO 63120Contact for Questions: Duana McNealPhone: 314-679-6200 | [**St. Louis Youth Jobs**](https://application.stlouisyouthjobs.org/Default_Org.aspx)Open Positions: Varies Contact for Questions: Jerica RobinsonEmail: 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 PrivateContact for Questions: Devon AdamsEmail: adamsd@stlouis-mo.govPhone 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 CoatesEmail: alecoate@amazon.com | [**SLMPD Cadet Program**](https://www.slmpd.org/cadet_program.shtml)Contact for Questions: Eva Millar-GalvánEmail: emmillar-galvan@SLMPD.ORGPhone: 314.444.5999 |
| [**American Staffing**](https://ame.avionte.com/american-staffing-job-positions?search=)Open Positions: Warehouse, ManufacturingContact for Questions: AngelicPhone Number:636.600.1900Email: [ahobart@americanstaffingstl.com](file:///C%3A%5CUsers%5Cktejan7274%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C3NB6HECE%5Cahobart%40americanstaffingstl.com) | [**Mercy**](https://careers.mercy.net/c/nonclinicalsupport-services-jobs?s=1)Open Positions: Patient Access RepresentativeContact for Questions: Leslie SmithEmail: 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 PackersContact for Questions:Jamie FeredayPhone Number:323-476-3899Email:jfereday@daddyrays.com  | [**CyberUp**](https://wecyberup.org/levelup/)Industry: Coding and IT Apprenticeship Contact for Questions: Mike BryanEmail: mike@wecyberup.org |
| [**Clarkson EyeCare**](https://www.clarksoneyecare.com/careers)Open Positions: Call Center and Secretarial Contact Name: Olivia EubankEmail: oliviaeubank@eyecare-partners.com  | [**NPower**](https://www.npower.org/locations/missouri/)Industry: Coding and IT ApprenticeshipContact for Questions: Ben KeslerEmail: 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  | [**City of Saint Louis**](https://www.stlouis-mo.gov/government/departments/personnel/jobs/index.cfm)Open Positions: VariousContact for Questions: Devon AdamsEmail: adamsd@stlouis-mo.govPhone 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 StrootPhone Number: 314-232-4498Email: gerald.d.hager@boeing.com and gerald.d.hager@boeing.com  | [**Southwest Airlines**](https://careers.southwestair.com/job/39180/Customer-Service-Agent)Open Positions: Ramp Agent and Customer Service AgentContact for Questions: Sarah Steinmann Email: Sarah.Steinmann@wnco.com  |
| [**St. Louis Public Schools**](https://app.hirenimble.com/jobs/slps)Open Positions: Custodians, Library Aide, Clerical, Safety Officer and WarehouseContact for Questions: Danielle JacksonPhone Number: 314-345-2225 Email: 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 |
| **BUD Program**Open Positions: ApprenticeshipsContact for Questions: Sergio MunozPhone Number: 314.678.1403Email: smunoz@stl-cts.org | [**STL LED**](https://stlledlighting.com/)Open Positions: Call Center/SalesContact for Questions: John SternbergEmail: john@stlledlighting.com |
| [**Kansas City Southern Rail**](https://kcsouthern-careers.silkroad.com/Careers/EmploymentListings.html)Open Positions: Conductors Contact for Questions: Candace CummingsEmail: 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 ServiceContact for Questions: Tom HertzfeldtEmail: 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: 314-914-5744Email: freds@pnp562.org  | [**AmstedRail**](https://www.amstedrail.com/careers/)Open Positions: Laborer and Quality Process InspectorContact for Questions: Lyn BeltonEmail: 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)







