Step 1: Gather **FACTS** about yourself
Keep all of this information in one document – FirstNameLastNamePersonalInfo

1. Personal information - Name, Address, Phone (the one you answer), and Email address(I suggest you create one with your first and last name at gmail and use this one only for professional purposes)
2. Educational information – Any schools you attended (High School and above with the dates attended and courses/curriculum).   Also include any independent learning (edX, MOOCs, etc.)
3. Employment information – Names, dates, location of places where you worked. Be sure to note exact duties performed and responsibilities.
4. Community/Volunteer work – Summer camp, volunteer firefighter, scouting
5. Awards – Eagle Scout, Dean's list, HS achievements
6. References – One of each: former employer, educational, co-worker, parent of a friend, scout leader, etc. Be sure to ASK the person if you can use them as a reference. Be sure to have the following information for each reference: name, title (if applicable) address, phone, email.
7. Skills – technical (be specific), those related to your coursework at school, anything related to the career you are pursuing.

Step 2: Decide on a career path
Keep all of this information in one document – FirstNameLastNameCareerInfo

1. Bureau of Labor Statistics.gov
   a. Using the Occupational Outlook Handbook (OOH) search for careers in which you are interested. Do you have the requirements and skills? Review the salary, potential growth and working conditions. Would this satisfy your needs?
2. Indeed.com
   a. Search for jobs in your area of interest.
   b. Note any skills, requirements, and keywords the employers are using. You may want to cut and paste the information in a document to refer to later.
   c. Note organizations, companies, and employers that listed the jobs.
   d. List tags or keywords for your selected career. Example: SQL, Oracle, Database, Access, Cisco, SDLC, etc.
3. Organization(s) information
   a. In Step2.2c you found organizations, companies, and employers that are seeking individuals with your skill set or that employ people in the career area in which you are interested.
   b. Go to their website and find out about the company. What do they do? What is their mission? What is their vision? What are their goals? Do they provide opportunities for growth? Could you work for this company? Do you want to work for this company? Read any current news about the company. Save all of the information you found.

Step 3: Create a profile on LinkedIn

1. Create a LinkedIn Account (Be sure to use the name you will be using for your job search)
2. In Settings turn off "notify others of updates"
3. Get a nice picture of yourself and use this as your profile picture. Remember a picture is worth a thousand words.
4. Write your summary using keywords, skills, etc.
   Paragraph 1 (brief intro about your education)
   Recent graduate of _____ with an AS in _____ seeking employment as a
   _____. (GPA, clubs, honors)
   Paragraph 2 (Sell yourself)
   Highly motivated graduate with excellent interpersonal, organizational and communication skills that ….
   Paragraph 3 (Your Skills)
   Experience with Visual Studio, SQL, Cisco, etc.
5. Enter information about your work experience (be sure to not time frames, companies, responsibilities (Step 1 information).
6. Connect with others (teachers, friends, former employers)
7. Join relevant groups

Step 4: Create a Twitter account

1. Create a Twitter Account (Be sure to use the name you will be using for your job search)
2. Upload a picture and a header
3. Create a brief bio using #hashtags and one-word descriptors (techie, C++, etc.)
4. Follow companies and people. Be careful with this

Step 5: Create an Indeed.com Resume

1. Search resumes of others on indeed. Also use quintcareers.com for examples.
2. Note the strong use of keywords.

NOTE: Although many companies use online methods to find new employees you should still have a hardcopy of your resume, cover letter, thank you letter and references available.
Save these as .pdf files to share.