



## JOB FINDER SERVICE CHECKLIST

Please bring the following documents.

### **Client Information**

- Full Name
- Contact Info
- Preferred communication
- LinkedIn/portfolio

### **Career Goals & Preferences**

- Desired titles/career focus
- Target industries
- Preferred locations/relocation
- Desired salary range
- Type of position
- Work schedule (remote/in-office/hybrid)

### **Education**

- Highest degree
- Institutions
- Graduation dates
- Certifications/licenses/training

### **Work Experience**

- Employers
- Job titles
- Dates
- Responsibilities/achievements
- Promotions/recognitions

### **Skills & Competencies**

- Hard skills
- Soft skills
- Languages
- Volunteer/extracurricular



## **Job Application Assistance**

- Prepare applications
- Tailored cover letters
- Resume updates
- Submission guidance & follow-ups
- Interview preparation (optional)

## **References (Optional)**

- 2–4 professional references

## **Additional Notes**

- Special employment considerations
- Target companies/positions
- Accommodation needs
- Application deadlines