

Your Job Search Checklist

Careers & Job Skills | Topic 1 of 3

Kingdom Family Ministry | Careers & Job Skills Resource

Use this checklist to stay on track during your job search. Check off each step as you complete it — every box you tick is progress!

■ Get Your Documents Ready

- ☐ **Update your resume**
Include your most recent job, skills, and any volunteer work or training.
- ☐ **Write a short cover letter template**
You can customize it for each job. Keep it to 3–4 short paragraphs.
- ☐ **Gather your references**
Have 2–3 people ready who can speak to your work ethic. Ask them first!
- ☐ **Collect important documents**
Social Security card, ID, work history dates, and any certificates or diplomas.

■ Start Your Search

- ☐ **Search online job boards**
Try Indeed, LinkedIn, ZipRecruiter, or your local workforce center website.
- ☐ **Check with your local workforce development office**
They offer free job search help, resume reviews, and training programs.
- ☐ **Ask your network**
Tell friends, family, and church members you are looking. Many jobs are found through people you know.
- ☐ **Visit businesses in person**
For retail, food service, and other local jobs, walking in with a resume still works.

■ Apply with Confidence

- ☐ **Read the job description carefully**
Only apply if you meet most of the qualifications listed.
- ☐ **Customize your resume for each job**
Use words from the job posting. This helps your resume get noticed.
- ☐ **Follow application instructions exactly**
If they ask for a cover letter or specific format, provide it.
- ☐ **Keep a log of every application**
Write down the company, job title, date applied, and any follow-up needed.

■ Prepare for Interviews

- ☐ **Research the company before you go**
Visit their website and know what they do and their mission.
- ☐ **Practice answering common questions**
Tell me about yourself. What are your strengths? Why do you want this job?
- ☐ **Plan your outfit ahead of time**
Dress one level above what employees typically wear.
- ☐ **Arrive 10–15 minutes early**
Give yourself time to find parking, calm your nerves, and check in.
- ☐ **Send a thank-you note or email within 24 hours**
This sets you apart from other candidates.

■ After the Job Offer

- ☐ **Review the offer carefully**
Check pay, hours, benefits, and start date before accepting.
- ☐ **Negotiate if needed**
It is okay to ask if there is flexibility on pay or schedule.
- ☐ **Notify other employers you applied with**
Let them know you have accepted a position — it is professional courtesy.
- ☐ **Set yourself up for success on Day 1**
Arrive early, listen more than you speak, and ask good questions.

† Faith & Encouragement

"I can do all things through Christ who strengthens me."

— **Philippians 4:13**

Job searching can feel discouraging, but you are not alone. Each application is a step of faith. Keep going — your breakthrough is coming.

■ Need Emergency Assistance?

Kingdom Family Ministry's **Families First Program** is here for you. Our goal is to strengthen families with meaningful, responsible support. Assistance is available **once per service category within a 12-month period**, based on funding availability.

Learn more and apply for help:
www.kingdomfamilyministry.org/gethelp

Helpful Resources:

- **Indeed.com:** www.indeed.com
- **LinkedIn Jobs:** www.linkedin.com/jobs
- **CareerOneStop (U.S. Dept. of Labor):** www.careeronestop.org
- **American Job Centers (find local help):** www.careeronestop.org/LocalHelp/AmericanJobCenters

- **KFM Families First Program:** www.kingdomfamilyministry.org/gethelp

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