

## **JOB SEARCH READINESS**

On a scale of 1 to 5, circle where you are for each statement.

“1” means you need more information and are not ready at this time

“5” means you are ready and don’t need to seek more information about this area

### **RESUME AND COVER LETTER WRITING:**

1. I have a current, effective resume that is ready to send to any potential employer.

5      4      3      2      1

2. I have at least 3 people read and evaluate my resume (and check for typos)

5      4      3      2      1

3. I know what employers look for in a resume and make sure those points are included in mine.

5      4      3      2      1

4. I know how to send a resume on the internet.

5      4      3      2      1

5. I have my resume posted on at least 2 job search websites.

5      4      3      2      1

6. I know how to tailor my resume to a given position.

5      4      3      2      1

7. I have an effective cover letter written and can/will tailor it for different positions.

5      4      3      2      1

**TOTAL SCORE:** \_\_\_\_\_

-If less than 21.....work needed on a plan to improve

-if more than 25.....you are well prepared with your resume/cover letterskills