



# Job Search Strategy Worksheet



**Step 1: Determine your priorities for this NEXT position, fill out the chart.**

<b>Locations:</b>	<b>Job Types:</b>	<b>Salary Range:</b>	<b>Other priorities:</b>
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**Step 2: Fill in the Keywords box; topics, causes, tasks, populations, anything!**

- Use keywords on [Handshake Jobs](#) or [a website from this list](#) to find 5+ cool jobs/internships and companies, using filters informed by your priority chart above.
- **Still not sure what you want? Try activities from this website.**

**Keywords:**

**Step 3: Add your ideal start date at the bottom. Make a plan, working backwards.**

Month	Recommended Strategies
<b>Get Started &amp; Organized</b>	<ul style="list-style-type: none"> <li>• Update <a href="#">resumes (federal)</a>, <a href="#">cover letters</a>, and <a href="#">LinkedIn</a>.</li> <li>• Bookmark <a href="#">websites</a>, <a href="#">job search events</a>, <a href="#">identity resources</a>.</li> <li>• Keep contacts and applications <b>organized with a tracker</b>.</li> </ul>
<b>Get Applying &amp; Connected</b>	<ul style="list-style-type: none"> <li>• Apply to 2-5 jobs weekly; <a href="#">apply if you meet 70% of qualific's</a>.</li> <li>• Reach out to <a href="#">CSU alumni on LinkedIn</a> &amp; <a href="#">Career Center events</a>.</li> <li>• <b>See <a href="#">Networking 101</a> &amp; <a href="#">Informational Interview Checklists</a>.</b></li> </ul>
<b>Get Interviewing</b>	<ul style="list-style-type: none"> <li>• Use the <a href="#">Interview Prep Worksheet</a> to prep answers.</li> <li>• Record yourself doing a mock interview on <a href="#">BigInterview</a>.</li> <li>• Come to a <a href="#">drop-in</a> to prep for <a href="#">salary negotiation</a>.</li> </ul>
	<b>Game Plan: Zero interview invitations or offers at month 3-4? <a href="#">Make an appointment</a>.</b> Make a back-up plan to extend your job search time if needed, referring to your budget.
	<b>Keep Going:</b> Until you sign an official offer, keep applying and networking. Weigh your offers and options, make decisions to support your needs, and <a href="#">come to the Career Center for support</a> (alumni have free access to the Career Center for 1+ year post-graduation!).

**Ideal Start Date:**



## Make a Budget

Everyone has different access to financial resources, or fiscal flexibility. When asking “how much should I be making” a good place to start answering that question is **“how much do I need to survive and thrive?”** Fill in this budget worksheet to get a baseline! Determine salary range later with industry trends like using Glassdoor, informational interviews, and negotiation techniques.

### QUICK TIPS & FACTS:

- A budget – an estimate of your costs and income needs – can help you determine your minimum salary requirements, and inform your application process.
- For federal student loans, you do not need to make payments until 6 months after graduation, called a “grace period.” See [CSU Financial Aid](#) for more advice, and [this loan calculator](#).
- In the United States, ~30% of your salary can go to paying taxes, so keep this in mind.
- If you want to live alone or not have any co-signers, landlords often require renter applicants to make 2x the cost of monthly rent, with a background and/or credit check – [find out the average cost of rent in the locations you’re considering](#). You can also review Craigslist ads for an estimate.
- [CSU Student Legal Services](#) can help you interpret leases and even job offers for free – especially if you have a criminal record, please make an appointment.

<b>Housing</b>	<ul style="list-style-type: none"> <li>• Mortgage or Rent _____ (Will you have roommates or live alone?)</li> <li>• Renters insurance (~\$12-25 per month) _____</li> <li>• Utilities (gas, electric, water) _____</li> <li>• Internet/Cable _____</li> </ul>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>• Public Transportation, Lyfts, etc. _____</li> <li>• Gas _____</li> <li>• Parking _____</li> <li>• Car Payment _____</li> <li>• Car Insurance _____</li> <li>• Routine Car Maintenance _____</li> </ul>
<b>Food</b>	<ul style="list-style-type: none"> <li>• Groceries _____</li> <li>• Meals Out _____ (changes with location.)</li> <li>• Special Diets/Needs _____</li> </ul>
<b>Debts &amp; Savings</b>	<ul style="list-style-type: none"> <li>• <a href="#">Student Loans</a> _____</li> <li>• Credit Card Payments _____</li> <li>• Investments &amp; Savings _____</li> </ul>
<b>Personal &amp; Family</b>	<ul style="list-style-type: none"> <li>• Phone _____</li> <li>• Clothing and Shoes _____</li> <li>• Entertainment _____</li> <li>• Gifts/Donations _____</li> <li>• Child &amp; Elderly Care _____</li> <li>• Other _____</li> </ul>
<b>Health</b>	<ul style="list-style-type: none"> <li>• Prescriptions _____</li> <li>• Mental Health &amp; Health Insurance _____</li> <li>• Unplanned Medical Expenses _____</li> </ul>
<b>Estimated budget</b>	<b>\$ _____ X 12 = _____ Annual Budget (Starting Salary Range)</b>