

Dana's Checklist

20 Things You Need to Land Your Dream Job

- Master resume** from which to create targeted, strategically focused resumes for each ideal job posting
- 10+ organizations** where you'd potentially like to work
- Top 5 Influencers** who will advance your search
- Rehearsed answers** to interview questions
- Elevator speech**, 30-second commercial: [Here's how to create yours](#)
- Killer LinkedIn profile**: [Here's how to make your profile awesome](#)
- Portfolio** of work (samples, evaluations)
- Professional email** address and [email signature](#)
- Professional greeting** on main voicemail
- 10+ Achievement Stories and Work Wins**
- 10 + Ideal job titles**
- Cover letter** and **thank you letter** templates
- Networking email templates**
- Folders** to hold job postings, resumes and cover letters by company (version control)
- Personality Assessment Results**: 70% of employers screen applicants—you need to know yours and how to discuss it.
- Spreadsheet** to track when to follow up with networking contacts, applications and interviews: Or try [JibberJobber](#), it creates all this for you.
- Skill at negotiating salary**: You're losing \$500,000 by age 60 if you don't negotiate.
- Belief in Yourself**. Being out of work can be catastrophic. Being miserable in your job can be a soul-crushing experience. But you must discover ways to [magnify your confidence](#).
- Stay Strong Strategy**. Mindset and strategy are critical; [it is not the destination](#) but the journey. A job search is a marathon. You want to start your new job STRONG, not worn out, burned out, or bummed out. Surround yourself with positive reinforcement. Prepare for the long haul with habits and people who support you in changing your life for the better.
- A Master Coach**. With this list, now you know *what* to do. But do you know *how* to do it? Understanding is not doing. In January, the gym is full of people who know *what* will make them lose weight. But by February, the gym is empty. People fail to achieve their goal because they don't have structure and support. The same applies to your career. You can have me, a master career coach on call to problem solve, strategize, and hold you accountable. Studies show having someone keep you accountable can double your productivity! Schedule a session or book a free consultation at www.DanaMayer.com.