

Dana's Executive Job Search Checklist

20 Things You Need to Land Your Dream Job

- Master Resume** from which to create targeted, strategically focused resumes for each ideal position you apply for online. Include all your [Work Wins](#)
- 10+ organizations** where you'd ideally like to work
- Top 5 Allies** who will advance your search
- Rehearsed answers** to [interview questions](#), based on your [Work Wins](#)
- Elevator speech**, 30-second commercial: [Here's how to create yours](#)
- Branded Social Assets, Including an Active, Targeted LinkedIn Profile**
- Portfolio** of work (samples, evaluations, data verifying your Work Wins)
- Professional email** address and email signature. Do's & Don'ts [here](#)
- Professional voicemail greeting**. If you can't take calls at work, get a [Google number](#).
- 10+ Achievement Stories and Work Wins**
- 10 + Ideal job titles**
- Cover letter** and [thank you letter](#) templates
- Networking email templates**
- List of questions to ask recruiters and hiring managers**. See what top executives ask in screening calls and interviews [here](#)
- 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**. A job search is a marathon. And your mindset is critical to winning the race. You want to start your new job STRONG, not worn out, burned out, or bummed out. Prepare for the long haul with [habits](#) and allies who support you in changing your life for the better. [Take this quiz](#) to see if you're ready.
- A Master Coach**. With this list, now you know *what* to do. But do you know *how* to do it? Knowing is not the same as 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 goals 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 take you through each item on the Checklist and problem solve, strategize, and hold you accountable. Studies show having someone keep you accountable more than doubles the likelihood of achieving your goals. Schedule free strategy call with me at www.DanaMayer.com. Let's get you going, together, right now.