



PLAN & BLOOM

Job Search Starter Checklist

A simple reset to get organized, prepared, and ready to apply.

YOUR 7-STEP JOB SEARCH RESET

- ☐ Get clear on what you want
- ☐ Refresh your resume
- ☐ Update your LinkedIn
- ☐ Create your target-job list
- ☐ Set up an application tracker
- ☐ Prepare your interview basics
- ☐ Build a weekly job-search routine

Little reminder: You do not need to apply to everything. A focused, organized search is easier to manage—and easier to improve.





01 • Get Clear Before You Apply

A better job search starts with knowing what you're actually looking for.

My target role	My preferred industry
My ideal work arrangement	My target location(s)
☐ Remote ☐ Hybrid ☐ On-site	
My top 3 must-haves	My deal-breakers
1.	
2.	
3.	

Quick check

- ☐ I can describe the type of role I want in one sentence.
- ☐ I know which skills I want to use most.
- ☐ I know which locations or work arrangements I'm open to.
- ☐ I have a realistic salary range in mind.





02 • Make Your Application-Ready List

Before you start sending applications, give your materials a quick glow-up.

- ☐ Resume has been updated with my most recent experience.
- ☐ Resume is easy to scan and focused on relevant achievements.
- ☐ I checked spelling, grammar, and formatting.
- ☐ I have a clean, professional resume file name.
- ☐ My LinkedIn headline reflects the type of role I want.
- ☐ My LinkedIn About section is current.
- ☐ My LinkedIn experience matches my resume.
- ☐ I have a professional email address and voicemail greeting.

Your 10-minute ATS check

Pick one job description you like. Highlight repeated skills, tools, qualifications, and phrases. Compare them with your resume and use relevant keywords naturally when they genuinely describe your experience.

Keywords I noticed: _____





03 • Your First 10 Applications

Don't let good opportunities disappear into browser tabs. Start a simple list.

Company	Role	Date Applied	Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Application rule of thumb

Quality beats quantity. Before applying, ask: **Does this role fit my target? Can I reasonably meet the core requirements? Can I tailor my application to this specific role?**





04 • Interview Ready

Save yourself the last-minute panic by preparing a few essentials before an interview lands on your calendar.

- ☐ I can explain my experience in a clear 60–90 second introduction.
- ☐ I have prepared 3–5 STAR stories.
- ☐ I reviewed the job description and key responsibilities.
- ☐ I researched the company and role.
- ☐ I prepared at least 3 questions to ask.
- ☐ I know the interview time, format, and meeting link/location.
- ☐ I have a quiet, professional space or a plan for getting there.
- ☐ I have tested my technology if needed.

3 questions you can ask

1. _____
2. _____
3. _____





05 • Your 7-Day Job Search Reset

Use this mini plan when you feel stuck, scattered, or unsure where to start.

DAY 1	Define your target role + must-haves	☐ Done
DAY 2	Refresh your resume	☐ Done
DAY 3	Update LinkedIn	☐ Done
DAY 4	Find 5–10 target companies	☐ Done
DAY 5	Apply to 2–3 well-matched roles	☐ Done
DAY 6	Reach out to 2 people in your network	☐ Done
DAY 7	Review your progress + plan next week	☐ Done

Before you go

A job search is a process, not a verdict on your worth. Keep your system simple, learn from each application, and keep moving forward.

Want the full system?

The Plan & Bloom Job Search Command Center + Playbook takes this checklist further with application tracking, interview preparation, networking tools, offer comparison, and a complete 30-day job-search plan.

PLAN & BLOOM • Cute tools for getting your life together.

