

## CHECKLIST FOR YOUR JOB CAMPAIGN

Activity	Date Due	Date Submitted
1. Prepare a self-appraisal inventory.		
2. Use a financial manual or directory, available in either the school or public library, or on the Internet, to prepare a concise report on a local corporation.		
3. From the placement office, obtain literature that may be helpful to you in your job campaign.		
4. Join a committee to study employment opportunities for administrative assistants in your community. Obtain literature and share your findings with committee members.		
5. Prepare a list of qualifications you plan to emphasize during job interviews. Prepare a list of questions you expect to be asked and their answers. Prepare a list of questions you want to ask the interviewer.		
6. Prepare a résumé.		
7. Write either a prospecting job application letter or a solicited job application letter.		
8. Edit your résumé after your instructor has proofread it.		
9. Prepare a portfolio displaying samples of your work.		
10. Study job advertisements. Analyze the advertisements for administrative assistants.		
11. Write an evaluation of your performance during an early job interview.		
12. Complete the job application form (Form 15-C-2).		
13. Prepare a job acceptance letter or a job refusal letter.		