

# Items You Will Need for Your Job Search

## Knowledge

Knowledge of job search techniques and a well planned strategy for success  
How to network with professionals  
What are appropriate salaries in your field?

## Abilities

Research skills, resourcefulness and creative problem solving abilities  
Communication skills: telephone, e-mail, visual, verbal and personal  
Talent and creativity  
Interviewing skills

## Items

A thoughtfully produced resume  
References  
Well developed letters  
Images of your design work, if pursuing design careers  
An organized and nicely crafted portfolio, if seeking an art or design position  
A method for tracking your contacts and progress  
Appropriate interviewing attire  
A budget for interview travel if needed

## Focus

Target your audience and determine their preferences for communication, portfolio, resume and delivery. Know the unique expectations of your targeted audience.  
Geographical locations: narrow your choices to 3 cities (You can always expand your search but it is very difficult to conduct a search without a focus.)

## Traits

Patience  
Persistence  
Follow-up  
Enthusiasm  
Motivation