

EMPLOYMENT

TOOLKIT

Job Search Binder Checklist

A job search binder or folder can be an extremely helpful organization tool. Here are some suggestions for content, but feel free to customize your binder based on your interests and needs.

- Application Log** – this is a helpful tool to for tracking your job search and also serves as a reminder of when to contact an employer to follow-up on an application.
Download a copy online:
<http://www.eri-wi.org/EmploymentToolkit/JobSearching/Binder.htm>
- Resume**
- Sample of a Completed Application** – most applications are quite similar making this tool a useful reference.
- Application Cheat Sheet** – this can be especially handy when completing an application at the job site. Download a copy online:
<http://www.eri-wi.org/EmploymentToolkit/JobSearching/Binder.htm>
- Cover Letters**
- Letters of Recommendation**
- Description of Dream Job**
- Copy of Photo ID**
- Copy of 2nd Form of ID** (Birth Certificate, Social Security Card, etc.)
- Legal Record** - can be printed from WI Circuit Court website
<http://wcca.wicourts.gov/index.xsl;jsessionid=4DCE94D351621CC322C3CCE5E018BCA2.render1>