Workbook

How to Get a Job:

A Step-by-Step Guide

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This document is a companion resource to the Skillshare
Class How to Get a Job: A Step-by-Step Guide

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GUIDE: Finding Great Opportunities

The first step of the job application process—finding the actual jobs you're going to apply to—can be the most exciting, but also the most overwhelming! After all, there are *so many* jobs out there you could apply to. How do you cut through the noise to find the ones that are the best fit? Worry not! Follow the steps below and you'll have a list of stellar jobs in no time.

Step 1: Start With Your Skills	Step 2: Filter, Filter, Filter
Most people start their job search by searching for job titles, but with so many new types of jobs popping up every day, you might miss out on a great opportunity by limiting yourself to a certain title. Instead, identify your skills and what responsibilities you want—the worksheet below should help—and search using those keywords.	Want a quick way to sift through the huge number of jobs that probably pop up when you search? Use the filtering options that most sites offer to get rid of irrelevant opportunities off the bat. You can filter by obvious things like location or company size, to more nuanced qualities like salary range and date posted (so you can be the first to apply).
Step 3: Look at Related Jobs	**Step 4: Consider the Company**
When you view an interested job listing, many job search sites will show you related jobs at the side or on the bottom. Don't ignore these! Taking a peek here could be another great way to find relevant opportunities you might not have initially thought to search for.	Finding a great job isn't just about the role itself—it's about where you'll be doing it! Before deciding to apply to a position, do some research into the company. The worksheet below should help you figure out what you're really looking for when reviewing companies.
Step 5: Save the Job for Later—But Don't Wait Too Long!	
We created a checklist below to help you assess whether a job is a good fit for you to apply to. If you've done all your research and are excited about the role, great! Instead of applying to it immediately, save it somewhere for later and keep the momentum going by continuing to look for more opportunities you're excited about. But don't wait too long! Once you have a good number—maybe 5-10—that you're really excited about, try to apply to them within 48 hours. If you're feeling overwhelmed, jot down your top three favorites below and prioritize getting to those ASAP.	

Favorite Jobs

1. _____

2. _____

3. _____

WORKSHEET: Identifying Your Ideal Job

Use the exercises below to create a snapshot of your ideal job. You can use the information here to help you find roles you might not have considered, and as you're reviewing potential opportunities, you can compare them to this to see how good of a match they really are.

Part 1: What Skills You Bring to the Table

Start by detailing what you're good at—be honest here, but no need to be modest! *(Tip: If you're feeling stuck on any of these, think about what things set you apart from your colleagues or what people are always complimenting you on at work.)*

Job Functionality Skills	Technical Skills	Soft Skills
What are the things you're good at doing that help you achieve your core responsibilities at work?	What tools do you know how to use that help you do your job even better?	What are personal attributes that help you do your job even better?

Part 2: What Responsibilities You Want

Now figure out what you want to be doing with your skills in your next job.

Daily Responsibilities	Growth Opportunities	Responsibilities to Avoid
What are things from your previous roles that you would be happy to keep doing or want to do more of?	What are things that you haven't done in the past, but would like to start doing or grow into?	What are tasks that you would prefer never to do again or want to do less of in your next job?

Part 3: What Kind of Company You Want to Work For
The company you work for can matter almost a much as the job itself! Check or jot down the attributes you'd like your ideal company to have.

Location	Benefits

List cities you would consider working in. Maybe there's one, maybe there's tons!
- ❏ _____
- ❏ _____
- ❏ _____
- ❏ _____
- ❏ _____
- ❏ _____
- ❏ _____
- ❏ _____
- ❏ _____
- ❏ _____

- ❏ Good health insurance
- ❏ Vision / Dental
- ❏ Retirement contributions
- ❏ Pension plans
- ❏ Flexible work
- ❏ Unlimited vacation
- ❏ Stock options
- ❏ Free meals / snacks
- ❏ Onsite childcare
- ❏ Other onsite services
- ❏ Commuter benefits
- ❏ Other: _____

Industries	Values

List industries you would consider working in. Maybe there's one, maybe there's tons!
- ❏ _____
- ❏ _____
- ❏ _____
- ❏ _____
- ❏ _____
- ❏ _____
- ❏ _____
- ❏ _____
- ❏ _____
- ❏ _____
- ❏ _____
- ❏ _____
- ❏ _____

What sort of culture do you want the company you work for to have? Hardworking? Fun-loving? Write down some of the softer attributes you're looking for here.

Size

- ❏ Large (1000+)
- ❏ Medium (100-1000)
- ❏ Small (<100)

CHECKLIST: Assessing Opportunities to Find the Right Fit

Using your snapshot above, the job description for the role you're considering, and your research, check all the boxes that apply (from what you know so far). If you check at least 18 of the boxes, then it's probably worth applying!

The Role	The Company
❏ The day-to-day responsibilities align with what you want to be doing	❏ You're excited about the mission
❏ The role would help you grow in ways you're excited about	❏ The location is on your list
❏ The role *doesn't* involve too many of the tasks you want to avoid	❏ You're interested in the industry
❏ The goals of the role sound interesting to you	❏ The size is right
	❏ The company offers a majority of the benefits you're looking for
	❏ People like working there *(Hint: look at the reviews)*
	❏ The company culture aligns with the values you care about
	❏ The company seems to be doing well financially

My Skills	Gut Feeling
❏ You feel confident you can do the job	❏ You're truly excited about this role
❏ You've exhibited most of the job functionality skills they're looking for	❏ You would be proud to work for this company
❏ You have the technical skills they're looking for	❏ You think you can help them succeed
❏ You have most of the soft skills they're looking for OR your soft skills make you an even stronger candidate	
❏ Based on what you've done in the past, you think you can help the company achieve its goals	

Resume

Video 3

- **GUIDE: Anatomy of a Perfect Resume**

- **WORKSHEET: Tweaking and Tailoring Your Resume**

- **CHECKLIST: Completing Your Perfect Resume**

GUIDE: Anatomy of a Perfect Resume
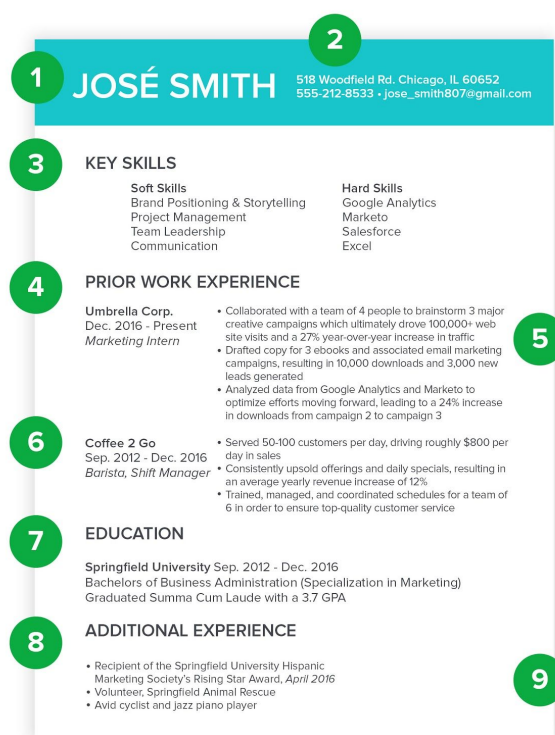
1. DESIGN MATTERS
Don't go overboard with intricately decorated templates. Look for:
- Sufficient white space
- Margins of at least .7
- Font size no smaller than 11 pt

2. BE REACHABLE
Make it easy for recruiters to reach out to you by providing your contact info near the header.

3. SHOW OFF YOUR SKILLS
Don't make recruiters hunt for the most critical information on your resume — include a table of your key soft and hard skill sets up top. Make sure your highlighted skills show why you're a good fit for the job — all the better if these are keywords from the job description.

4. LIST YOUR EXPERIENCE
This section should include:
- Each company you've worked for
- Your title
- The dates you worked there
- Several bullet points that describe your key accomplishments and responsibilities

5. QUANTIFY YOUR EXPERIENCE
Whenever you can, use concrete data points — it helps provide recruiters with the scope and context of your work, and demonstrates how you contributed to the bottom line.

6. INCLUDE OTHER POSITIONS
Don't be afraid to include positions that aren't directly related to the position you're applying for, especially if you have limited work experience. You can still use it to demonstrate the qualities and skills you want highlighted.

7. GET THE GRADE
Many jobs require degrees or certifications, so make sure to list yours. GPA is optional, but may be worth including if you've graduated recently with high marks.

8. THE EXTRA STUFF
Add some color to your resume with a short catch-all 'Additional Experience' section at the end. Include clubs/organizations, volunteer experience, awards you've won, and even interesting hobbies or activities.

9. KEEP IT CONCISE
Limit your resume to 1-2 pages at the most.

WORKSHEET: Tweaking and Tailoring Your Resume

Once you've created a solid base draft of your resume, use the steps below to help tailor it for each job you're applying for, and polish it up to make sure it's a strong representation of you.

Part 1: Find & Include Keywords

Many companies will have an applicant tracking system scan your resume to make sure you're a decent fit before having a human spend time looking at it. Scan the job description for skills, qualities, and other keywords that keep popping up. Write the most predominant ones in the left column. Then, write a bullet describing your experience that incorporates that keyword.

Keyword in Job Description	Applying it to My Experience

Part 2: Reorganize to Put Relevant Work First

Next you want to optimize for a human by putting the things most relevant and interesting to this job up top. Remember, hiring managers spend an average of six seconds looking at your resume, so you want to quickly catch their eye.

Read over the job description again, and brainstorm below the top things you want the hiring manager to know about you to show you're a fit for the job.

1. _____

2. _____

3. _____

Now, while keeping your resume logically organized, think of ways you can make these things more apparent, such as by reorganizing bullet points to show a specific accomplishment first, or removing an irrelevant role to get a more interesting one higher up.

Part 3: Using Action Verbs

Starting each of your bullet points with compelling action verbs powerfully shows off what you did. Circle some of the words below that represent the work you do, and then try to integrate them into the start of your bullet points.

Advised	Aligned	Audited	Bolstered	Built	Championed
Coached	Collaborated	Consolidated	Created	Cultivated	Decreased
Delivered	Developed	Earned	Enabled	Enhanced	Evaluated
Exceeded	Facilitated	Founded	Generated	Grew	Guided
Hired	Identified	Implemented	Improved	Instituted	Integrated
Launched	Led	Managed	Mentored	Minimized	Modernized
Motivated	Negotiated	Obtained	Orchestrated	Organized	Outperformed
Partnered	Planned	Presented	Produced	Redesigned	Reduced
Researched	Solved	Spearheaded	Trained	Transformed	Tested

Part 4: Quantifying Your Work

Including numbers in your resume bullet points help shift them from just saying what you were responsible for to really showing off what you achieved. Scan your resume bullets and see if there are obvious places where you could use data to explain what you did. If you're coming up blank, try brainstorming where you've had an impact in the following areas.

Growth	Reduction
What did you add to the company?	What did you help the company save?
Impact	**Frequency**
How many people did your work help?	How often did you complete tasks?

CHECKLIST: Completing Your Perfect Resume

Make sure you've done everything below to ensure your resume is in tip-top shape!

Content	Formatting
❏ Contact information is easy to find	❏ Margins are at least .7"
❏ Skills are highlighted first thing	❏ Font is a simple size, 11pt or 12pt
❏ Content is organized to make most relevant information easy to find	❏ Resume is no more than 1 page
❏ Older or less relevant jobs have fewer bullet points	❏ Headers and bullet points are consistently formatted throughout
❏ Transferable experiences are included and explained	❏ Resume is easy to read (and skim!)
❏ Relevant education is included	**Finishing Touches**
❏ Keywords from job description are incorporated	❏ Edited closely for spelling errors, repetition, inconsistent formatting
❏ All bullet points begin with an action verb	❏ Had friend or mentor read over and give feedback and edits
❏ Bullets are not just about your duties—they share your accomplishments	❏ Saved as PDF
❏ Work is quantified as much as possible and numbers are accurate and honest	❏ Named PDF Firstname Lastname - Month Year.pdf.
❏ If space, volunteering and hobbies added for personality	

Final Gut Check

❏ Resume is easy to understand and clearly outlines your background

❏ Resume sells you as the perfect candidate for the job, based on what they're looking for in the job description

Cover Letter

Video 4

- **GUIDE: Anatomy of a Perfect Cover Letter**

- **WORKSHEET: Cover Letter Building Blocks**

- **CHECKLIST: Completing Your Perfect Cover Letter**

GUIDE: The Anatomy of a Perfect Cover Letter

1 | **YOUR NAME** 555-212-8533 your-email@gmail.com

2 Dear [**Recruiter/Hiring Manager's Name**],

3 INTRO PARAGRAPH:
Grab the reader's attention right away with a **unique opening line**. In a few sentences, describe what role you're applying for, why you're interested in the job **(and the company itself)**, and what makes you a good fit.

4 BODY PARAGRAPH(S):
List the responsibilities of your position, projects you participated in, skills you acquired, and above all, the **impact that you had**. Feel free to include any accomplishments or awards you received.

5 CLOSING PARAGRAPH:
Re-emphasize why you're interested in the position, why you're passionate about the company, and why you'd make a good fit. In addition, describe how you, if hired, would contribute to the company.

CALL-TO-ACTION:
Prompt the reader to move forward with your application by inviting them to follow up with you, and thank them for reviewing your cover letter.

6 Sincerely,
[Your Name]

1. CONTACT INFO
Don't make recruiters dig through your cover letter to find your name and contact info — include it up top so they can easily reach out.

2. GREETING
Forget "To Whom It May Concern". If you can find it, address the recruiter/ hiring manager by name.

3. INTRO PARAGRAPH
- Relevant anecdotes, quotes, fun facts, etc. are all good ways to make your opening line stand out.
- Make it clear that you know who the company is, what they do, and what they care about.
- Mention a few roles, projects, experiences, traits, or passions that make you the ideal candidate.
- If someone at the company has referred you, this is the place to name drop them.

4. BODY PARAGRAPH(S)
- Incorporate keywords directly from the job description.
- Whenever possible, include concrete metrics that illustrate the results you've achieved.

5. CLOSING PARAGRAPH
Summarize, don't plagiarize. Reaffirm your interest, passion, and qualifications from earlier in the letter, but don't make it sound redundant.

6. ADDITIONAL
- Cover letters should be clean and easy to read — skip the intricate designs and crazy fonts for party invitations.
- Like a resume, keep the cover letter to one page. If necessary, hyperlink your portfolio, website, or samples of your work.
- Saving your cover letter as a PDF file will ensure the formatting won't change.

WORKSHEET: Cover Letter Building Blocks
Use the prompts below to generate all the important information for your cover letter. Once you fill these out, piecing together your cover letter using the template above should be a breeze!

What drew you to this job?	Why are you excited about the company?
What are they looking for? (Pull this from the job description.)	**What experiences / accomplishments demonstrate that you have those things?**
If hired, how would you contribute to the company?	**In one sentence, why are you the best fit for the job?**

Tip: If you're having trouble answering these questions, then you might want to reconsider whether the job is such a good fit after all!

CHECKLIST: Completing Your Perfect Cover Letter
Review the checklist below to make sure your cover letter is the ideal supporting document.

Content	Formatting
❏ Doesn't just regurgitate the content on your resume	❏ Is addressed to an actual person or team (NOT "To whom it may concern")
❏ Opening paragraph is catchy	❏ Is about 3-4 paragraphs in length (and definitely less than a page)
❏ Explains why you love the company	❏ Doesn't use overly-formal language
❏ Connects your accomplishments and experiences to what they're looking for	
❏ Explains what you can do for the company / how you can solve their challenges	**Finishing Touches**
❏ Includes some of your personality	❏ Edited closely for spelling errors, word repetition, inconsistent formatting
❏ Contains a call to action (e.g. "I look forward to hearing from you about next steps.")	❏ Had friend or mentor read over and give feedback and edits
❏ Links to portfolio or samples of work (if applicable)	❏ Saved as PDF (or pasted into body of email, where applicable)

Final Gut Check

❏ Cover letter shares how your experience makes you the perfect fit for this role

❏ Cover letter shows that you are somebody the hiring manager would like to work with

Application

Video 5

- **WORKSHEET: Application Tracker**

- **GUIDE: Following Up**

- **CHECKLIST: Submitting & Tracking Your Applications**

WORKSHEET: Application Tracker

Tracking where you've applied and when is an important step in making sure you're on top of everything. Feel free to print this out as many times as you need, or create a similar tracker in Google Sheets or Excel. In a living spreadsheet, consider adding additional fields, such as date of last follow up, outstanding questions you have, your current excitement level, etc.

Job Title	Company	Date Applied	Primary Contact	1st Round Date	2nd Round Date	Offer (Y/N)

GUIDE: Following Up

It can be frustrating to send in a job application and hear crickets. While it's perfectly acceptable to follow up on a job application, there's a right way to do it—and a way that will make you look over-eager or irritate the hiring manager. Here's how to avoid that.

Step 1: Wait—and Wait a Little More	Step 2: Figure Out Who to Contact
If a timeline was given as to when you'd hear back about next steps, wait until a few days after that date has passed before following up. If no timeline was given, wait at least a week. If you don't hear back after your first follow up, feel free to send another short message a week later.	If you don't have a hiring manager's email, first see if you know anybody at the company and send your message through them. If not, do some research to figure out who might be on the hiring team or team you're applying to, and how email addresses at the company are usually formatted.
Step 3: Include Your Materials	**Step 4: Stay Patient**
When you send your follow up note, attach your resume and cover letter again. They may have a pile of applications they haven't looked at yet, and you want to make it as easy as possible for them to review yours.	The unfortunate truth is, you still may never get an answer. Don't take it personally—hiring managers are busy. If you haven't heard back after two follow ups, assume they'll get to you in time if they're interested—and move on.

Following Up Template

Dear **[Contact's Name]**,

I recently sent in an application for **[job title]** at **[company]**. I'm sure you all are very busy reviewing applicants, but I wanted to touch base to make sure it got to you, and see if you had any updates on your decision timeline.

I'm still very excited about the position, and would love the chance to talk more with your team about how my background in **[the most relevant thing about your past experience]** would really allow me to help your company **[something you would expect to help achieve in the role]**.

I've attached my application materials to make it easy for you to find—please let me know if you need any additional information. I look forward to hearing from you.

Best,
[Your Name]

CHECKLIST: Submitting & Tracking Your Applications

Application Fields	Application Materials
❏ Fill out all required fields (even if it's redundant information to other application materials) ❏ Fill out any optional fields that are relevant to you ❏ Research salary expectations to enter, if asked ❏ Carefully follow all instructions	❏ Send materials in whatever format asked for ❏ Double check that you're sending correct version of resume ❏ Double check that you're sending correct version of cover letter

Bonus	Tracking
❏ Apply to job within 48 hours (when possible) ❏ Reach out to anyone you know at company and inform them that you've submitted application ❏ Download and save job description (in case you get an interview but they take the listing down!)	❏ Put all information about job into tracking document ❏ Put a reminder in your calendar to follow up if haven't heard in 7 days (or a few days after they said they would follow up)

Interviews

Videos 6 + 7

- **WORKSHEET: Interview Question Prep**

- **CHECKLIST: Interview Prep**

- **GUIDE: Writing a Thank You Note**

WORKSHEET: Interview Question Prep

For each interview you have, write out how you would answer these common interview questions as they relate to that specific role. Use our tips to guide you—bonus points if you then practice your answers out loud with a friend!

Question	Answer
Why are you interested in this job? *Ideal Answer: How your background led you here + how this role will help you move forward*	
Why are you interested in this company? *Ideal Answer: What about the company's culture or mission drew you in (do your research!)*	
Tell me a little bit about yourself. *Ideal Answer: What you do now + what you did previously + what you want to do next*	
Where do you see yourself in 5/10 years? *Ideal Answer: A couple things you hope to achieve + how this job will contribute to that*	

What are your strengths? *Ideal Answer: 3-4 things you're great at + stories about how they've made an impact*	
What are your weaknesses? *Ideal Answer: A real thing you struggle with + what you've done or are doing to improve*	
How do you handle mistakes? *Ideal Answer: Story of a mistake you've made + what you did about it + what you learned from it*	
Why are you leaving your current job? *Ideal Answer: An honest answer with a positive, forward-looking spin (no bad-mouthing)*	

CHECKLIST: Interview Prep

No matter what kind of interview you're headed to, the checklists below should help you get through them without a hitch!

Phone Screen	In-Person Interview
❏ Pick a quiet place with good service to take the call	❏ Look up interview reviews online to know what's coming
❏ Confirm day and time (make sure to account for differences in time zone!)	❏ Practice interview questions with a friend or mentor
❏ Confirm how you're getting in touch with the hiring manager (Are they calling you? Vice versa?)	❏ Research standard company attire and dress one step up
❏ Review job description and company information and announcements 30 minutes before call	❏ Have directions to where you're going
	❏ Print multiple copies of your resume
❏ Keep answers short and to the point	❏ Arrive 30 minutes early, but wait in your car or at a coffee shop nearby until 5 minutes before
❏ Have some questions prepared for them	❏ Brush your teeth or chew some gum before walking in
❏ Breathe and stay focused!	❏ Have some questions prepared for them
❏ Ask about next steps	

Video Interview	Post-Interview
❏ Pick a quiet place with good lighting and a simple background to take the interview	❏ Send thank you emails or cards to everyone you met with
❏ Do a test run with a loved one to try out the video software	❏ Follow up with any outstanding questions
❏ Restart your computer before the interview to help avoid technical difficulties	❏ Jot down your thoughts and impressions to help you decide if you do get an offer
❏ Dress like you are going to an in-person interview	

GUIDE: Writing a Thank You Note

While the impression you make during your interview is the most important, the impression you make afterwards in your thank you note can really help seal the deal. So, yes, you should absolutely send one. Here's how to do it right.

Step 1: Prepare Your Mailing List	Step 2: Decide on Your Format
You want to acknowledge each person who interviewed you, so make sure to get business cards as you go, or follow up with your main point of contact after the interview if you're not sure how to get in touch with everyone. Also try to jot down a note or two as you speak with various team members so that you can include a specific detail in each of your thank you messages.	Hand-written? Email? Both? There's no one rule that applies across the board, and often the culture of an organization can give you a tip. For example, for more corporate cultures, a thank you card may work perfectly, while in startups or tech companies an email does the trick. That said, one thank you per interviewer is sufficient—you don't want to overdo it.
Step 3: Make it Personal	Step 4: Do it Quickly!
Yes, we've created a basic template below for you to start from, but you should personalize it! Use this opportunity to share your honest reflections about what struck you about the team and the environment. If you're emailing, this can also be a great time to follow up with more information on a project you mentioned, or ask any lingering questions.	However you approach the task, make sure that the recipients get your thank you note within four days after your interview (ideally sooner). If you're emailing, try sending a note the evening after your interview or the following morning. If you're mailing notes, this probably means writing them and sending them immediately after your interview.

Thank You Note Template

Dear **[Interviewer's Name]**,

Thank you so much for taking the time to talk with me **[today/yesterday/earlier this week]**. I loved getting to hear about **[interesting thing you learned from this person]**, and was especially impressed by **[quality or trait of the company or team that made you even more eager to work there]**.

Our conversation reinforced my excitement to join **[company]** and help you all **[achievement you would support in this role]**. I look forward to hopefully working together in the future.

Best,
[Your Name]

Offer & Negotiation

Video 8 + 9

- **WORKSHEET: Assessing an Offer**

- **GUIDE: Negotiation**

- **CHECKLIST: Before Signing on the Dotted Line**

WORKSHEET: Assessing an Offer

Congratulations! You got an offer. Before doing anything else, you should pat yourself on the back, thank the company for the offer, and ask when they need an answer by. Then, use the worksheet below to help think through how you should respond.

	PROS	CONS
The Role Are you excited about this job? Does the role still align with what you want to be doing? Hopefully you figured this out before applying, but you may have learned some new things during the interview process. Look back at the "Identifying Your Ideal Job" worksheet to help you out.		
The Company / Team After learning more about the company, does it still seem like a place you'd like to work? From the people you met during your interview process, do you think you'd enjoy working with the team?		
The Offer Does the salary align with what you were expecting? Do the benefits offered feel fair and like what you were looking for?		

Look over the columns, if you have all or mostly pros, then this job seems like a pretty good fit. If it's all or mostly cons, probably time to say no. If there are just a few negatives, it may be worth bringing up those questions or doing some negotiating before making your final decision.

GUIDE: Negotiation

Negotiation can feel scary, but it's oftentimes a necessary part of the job process. Think of it as exciting—you're working to make this job perfect for you! Here are a few ways to make it easier.

Step 1: Do Your Research	Step 2: Know What Else is On the Table
One of the worst things you can do during salary negotiation is just make up a number. By backing up your ask with research, you'll likely feel more confident about making it. Use a tool like Glassdoor's Know Your Worth calculator to understand average pay range for someone of your experience in your industry in your city.	Your total compensation package doesn't just include your base salary. It can also include things like: tips, commissions, bonuses, stock options, and other benefits that can save you money (like tuition reimbursement, gym memberships, etc.) Take stock of how these things contribute to the total value of your offer—and remember, you can negotiate these, too.
Step 3: Ask, Don't Demand	**Step 4: Know Your Breaking Point**
You and the hiring manager are working together to make this offer work for both of you. So, instead of demanding how much you want to make, approach them with questions about how you can work together. You might ask something like: ● Besides base pay, what other benefits are negotiable? ● How did you calculate this number? ● What's the outlook for salary raises and promotions?	It's unlikely you'll get everything you ask for in an negotiation—it's usually about finding a middle ground that works for everybody. As such, before you begin you should have a sense of the minimum you're looking for to make this worthwhile to you. In most cases, you won't communicate this to the hiring manager, but it will help you to know when to keep trying to make it work—and when to throw in the towel and graciously say no.

Negotiation Template (feel free to use as a script if negotiating over the phone)

Dear **[Contact's Name]**,

Thank you again for your kind offer—I'm really excited by the prospect of joining the team. Before I accept, I wanted to talk a little about compensation.

I really appreciate your offer of **[pay they offered]** but based on my research, **[number you're aiming for]** would be closer to what I was expecting for someone of my experience in this role. Is there any way we can get closer to that number?

Look forward to working together to finalize this!

Best,
[Your Name]

CHECKLIST: Before Signing On the Dotted Line

You've successfully negotiated, you feel like this is the right job for you, and you're ready to sign. There are just a few things you need to do before making it official—and celebrating!

Final Review	Paperwork
❏ You understand—and are excited about—the work you'll be doing every day	❏ Get any negotiated changes in writing
	❏ Carefully read through the offer letter
❏ The position will help you advance your goals	
❏ You know how your success will be measured	**Logistics**
❏ You know what your general work schedule will be	❏ Know when your start date is
❏ You've met—and like—your boss and team	❏ Check if there's anything else you need to know before day 1
❏ You believe in what the company is doing	
❏ The compensation and benefits are in line with your needs and expectations	

You did it!

Hope you found this workbook helpful. Whether you are kicking off your job hunt, in the middle of your search, or just landed a gig, best of luck.

For more, make sure to check out these resources:
[How to Get a Job: A Step-by-Step Guide](#)
[Glassdoor Blog](#)