























Checklist: Job Search Supply Kit

Before you begin your search you may want to make sure that you have the necessary materials. To stay within your budget, local dollar stores may be a consideration.

-  Mechanical pencils for note taking and writing in planner.
(you may need to erase)
-  Black or Blue Pens most applications request a black pen.
-  Quality paper to print resume and cover letters.
-  Notebook or folder to fasten your information and to keep it organized.
-  Highlighter or red pen to mark items on the job description.
-  Calendar / Daily Planner.
-  3-tab or accordion folders.
-  Paper clips.
-  Staples and stapler.
-  3-hole puncher.
-  3-ring binder.
-  Correction Fluid / White-Out or Correction Tape. Do not use unless you absolutely have to use on an application. (never use on a resume)
-  Staple remover.
-  Ink cartridge.
-  A dedicated space in your home or room that no one will bother that is used to safely store information.
-  Scissors for cutting out ads and articles in the news papers.
-  Loose change for parking and to make copies of your resume if necessary.
-  Note pad or paper with pen or pencil to place near the phone for messages.
-  Stamps for thank you cards.
-  Business cards (recommended)
-  Back up pair of eyeglasses (if applicable)
-  Briefcase