

4 Steps to Landing a Job Interview Checklist

Gmail

Do you have an email account? Yes | No

If no, create a new account at Gmail.com and record your log in info below

Username: _____

Password: _____

Resume

Do you have a resume? Yes | No

- If yes, ensure it is updated and saved in your email or Google Drive.
- If no, create one in Microsoft Word and save as *YOURNAME RESUME* in Google Drive.

Indeed.com

Do you have an Indeed.com account? Yes | No

If no, create a new account at Indeed.com and record your log in info below

Username: _____

Password: _____

Did you upload your resume to your Indeed.com account?

Search and Apply

What is your zip code? _____

What job fields are you interested in? (Examples: restaurant, office, warehouse, construction, education, etc.)

Do you have a vehicle or will you use public transportation? _____

Need more help? Schedule an appointment with a Tech Coach.
Bring this document to your next Tech Coach session.
816.701.3606 | techaccess@kclibrary.org | kclibrary.org/techappt