

## Employability Checklist

- Create a LinkedIn profile** and connect with at least 50 contacts.
- Research online** volunteering opportunities.
- Listen to a career podcast** and write down five pieces of advice.
- Update your CV** and send it to us at [wfw@literacytrust.org.uk](mailto:wfw@literacytrust.org.uk) to receive some feedback from industry experts
- Host a mock phone interview** with a friend.
- Research and write a list** of the five best career websites for your chosen industry.
- Write a cover letter** and send it to us at [wfw@literacytrust.org.uk](mailto:wfw@literacytrust.org.uk) to receive some feedback from industry experts.
- Google yourself** to check your digital footprint.
- Start a new hobby** – stuck for ideas? Then checkout our monthly audio book club.
- Sign-up to the newsletters** for the companies you would like to work for.
- Listen to an inspirational Ted Talk** and write your own elevator pitch.