



**From:** Brent A. Sullivan, Founder, Time On The Hill, Inc.

**To:** Congressional Search Candidate: \_\_\_\_\_

**Subject:** Congressional Job Search Complete Checklist

**Steps:**  Congressional Résumé Party Selection: \_\_\_\_\_

LinkedIn Profile

**Notes:**  LinkedIn Photo

\_\_\_\_\_  Check Email & Voicemail

\_\_\_\_\_  New Email Signature Job or Internship: \_\_\_\_\_

\_\_\_\_\_  Time On The Hill Website Review

\_\_\_\_\_  Job vs. Fellowship Discussion \_\_\_\_\_

\_\_\_\_\_  Social Media Review & Scrub

\_\_\_\_\_  References Page Geographic Ties: \_\_\_\_\_

\_\_\_\_\_  Writing Sample Review

\_\_\_\_\_  Basic Cover Letter Draft \_\_\_\_\_

\_\_\_\_\_  Press Release Sample Review

\_\_\_\_\_  Geographic Ties Review Policy Issues: \_\_\_\_\_

\_\_\_\_\_  Issue Area Discussion

\_\_\_\_\_  Member Selection \_\_\_\_\_

\_\_\_\_\_  Committee Selection

\_\_\_\_\_  Email Outreach Script \_\_\_\_\_

\_\_\_\_\_  Senior Staff Email Directory

\_\_\_\_\_  College & Alumni Outreach \_\_\_\_\_

\_\_\_\_\_  Coffee Tips & Coffee Execution

\_\_\_\_\_  Thank You Notes Area of Service: \_\_\_\_\_

\_\_\_\_\_  Coffee Follow-Up Networking

\_\_\_\_\_  Hot Leads  Legislation

\_\_\_\_\_  Custom Cover Letter  Communications

\_\_\_\_\_  Application Submission  Scheduling

\_\_\_\_\_  Interview Prep & Research

\_\_\_\_\_  Video Interview Exercise Chamber & Office: \_\_\_\_\_

\_\_\_\_\_  Phone Interviews

\_\_\_\_\_  In-Person Interviews  House

\_\_\_\_\_  Thank You Notes  Senate

\_\_\_\_\_  Additional Networking  Personal

\_\_\_\_\_  Offer Acceptance  Committee

**Completion:** Based on candidate speed, focus, initiative, and participation.

**Thank You:** We thank you for your interest in serving in congressional service!