



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 congressional service!