

Quick Job Search Strategies

- **Finding a job is your job-** Commit time and effort into your job search. You should spend at least four hours a day looking for employment. Finding a job is full-time work.
- **Create a to-do list-** Develop daily action items to accomplish each day.
- **Keep track-** Create a system for tracking who you sent your cover letter and resume to. Include the person's name, company, position you applied for, and date you sent it. Use a three-ring binder to keep it all organized.
- **Follow-up-** Conduct personal follow-up. Call or e-mail the individuals you sent resumes to and keep track of your follow-up contacts in your binder.
- **Know yourself-** Know your interests, skills, strengths, and fit by doing assessments through the KVCC Career and Employment Services office.
- **Create a buzz-** Tell family and friends, associations, clubs, social media, and LinkedIn that you are looking for employment and the type of position you are seeking.
- **Vary your job search-** Do vary the ways you look for jobs, such as: networking, career fairs, company website, job search engines, social media, and recruiters.
- **Use informational interviewing-** Interview a person working in the career you aspire to and ask their advice about the field. They can help you build connections.
- **Promote yourself-** Promote your skills, strengths, education, and training. You first must have a good understanding of how your talents fit within an organization before you can sell them to an employer. If you don't convey your skills and talents, who will?
- **Be confident-** Knowing that the position and company is a good match for you will allow you to have more confidence in an interview.
- **Be prepared to explain yourself-** Prepare to answer questions you think you will be asked in an interview.
- **Do your homework-** Research the company, its products, departments, culture, vision and mission.
- **Prepare, prepare, prepare!**