**JOB SEARCH STRATEGIES**

There is no magic wand that makes the job search process less of a chore. It’s all about your attitude and using your network or connections (in life) that will make the difference.

**SET UP A SCHEDULE**: **Getting a job is a job.** Take breaks. Stretch. Build in some joy.

**TIPS**

Make sure ALL your documents are ready: Resume, Cover Letter Templates, Examples in a Google Drive, A Google Tracking Sheet, Your Reference List (3), Unofficial transcript. **PROOFREAD!!!!!!!**

Circle back and reconnect to your connections:

* **Tell everyone you know** that you are looking for a job (except your current employer – alumni – if that is your situation).
* Say hello, invite friends for virtual coffee.
* Conduct an informational interview. Connect on LinkedIn. Connect on GeorgeConnX.
* Talk to family and friends.
* Keep your professional attire ready for zoom and in-person interviews.
* Polish your portfolio and bring everything up to date.
* Touch LinkedIn daily to demonstrate that you are active to the AI. Load it on your phone.

Here’s a quick and easy schedule built for students:

M – **Research and prepare documents**. Find employers and jobs and put them on your spreadsheet

M night Send out applications through online portals like LinkedIn around 8pm. You will probably know in the morning if your documents made it through the AI. **DO NOT EMAIL NOT SEND OUT applications or resumes to contacts or individuals**. They will never see it when it’s in the previous day’s inbox.

**T Tuesday is the MOST productive day of the week**. Get up early, proof read, and start sending out letters and resumes at 8am and in the morning. You want your employer to receive your email as they open their Inbox. **DON’T send anything the night before.**

Tuesday is also a great day to follow-up via phone on previously sent applications.

T night Same as MONDAY.

W Same as above – Great day to send out emails and do follow-up letters and emails.

TH Same as above until the early afternoon

F Don’t send anything after 11am

Use weekends to rejuvenate and spend time doing something restorative activities.

REPEAT, change it up if you have to a bit, call us for tips. Revise your documents.

**RESOURCES**

Chamber of Commerce in the place where you are looking: Job Boards – Don’t discount the value of members – PLUS, employers who are looking for urgent hires are typically featured in the JOBS CENTER of a CHAMBER website.

Associations for your area of expertise of major

Your professors

HandShake – Designed for you @ WC

Vault (Our technology)

Goinglobal (Our technology)

Google, Google Scholar, Google Academia

LinkedIn

Indeed, Monster, CareerBuilder, Simplyhired, Collegegrad, Glassdoor, The Muse, Job.com, Internship.com, Ladders,

Dice.com (Tech & IT)

Zip Recruiter

**SPECIALIZED RESOURCES**

* **AngelList** — For those looking to work with startups, AngelList is the go-to job search site. You can build a profile, add connections and get regular updates when positions matching your criteria are posted.
* **Behance** — Designers and web professionals can find job opportunities on Behance, in addition to getting help with online portfolios.
* **College Recruiter**— Current students and recent graduates can search for internships and entry-level jobs on this site.
* **Fairygodboss** — This site is all about women, from job searches to empowerment in the workplace and creating a supportive community.
* **Hired** — Recruiters reach out to tech professionals based on their profiles on this site. Even better for job seekers: Salary info is disclosed upfront.
* **Idealist** — People interested in nonprofits and charitable work will find value in job listings and volunteering opportunities here.
* **Lawjobs** — One of the top job search sites for legal professionals, Lawjobs offers listings for attorneys, paralegals and legal secretaries.
* **Mediabistro** — Want to work in media? Journalists, advertising and PR professionals, and freelancers can find jobs on Mediabistro.
* **RecruitMilitary** — Military veterans can search for opportunities for re-entering the civilian workforce on this site that focuses on veteran-friendly jobs.
* **USAJobs** — The federal government’s official job portal offers everything from entry-level opportunities to positions for experienced professionals within hundreds of agencies and organizations.
* **We Work Remotely** — Digital nomads can find a job that lets them work anywhere on this site.
* Remote.com
* American Marketing Association

**ESTABLISH A GIG - Entrepreneur**

Thinking about side work: Carpentry, painting, dog sitting, tutoring, childcare, landscaping & gardening, family helper, elder helper. Ask for “Establish A Gig” Checklist coming soon in fall, 2020.