HOW TO: Build an Effective Job Search Strategy

Narrow down options
Identify what is most important
• Your interests
• Type of work
• Location & flexibility
• Compensation & benefits
Determine at least two or three “must haves” to help you focus on the opportunities that meet your needs.

Set your goals
Job Searching takes time, set daily or weekly goals to keep on track

Recommendations:
• Need a job urgently? Check daily
• Need a job soon? Check every 3 to 5 days
• Casually looking? Check every week or two

Get organized
Create a search plan that includes multiple job boards, specific organizations, and professional associations.
• Set your goals- how many jobs are you wanting to apply to, where do you want to apply, etc.
• Schedule adequate time to search for a job
• Keep track of dates and details

Scan here for a fillable job search planning document

Network
Online:
• Make sure your profiles are complete
• Add connections
• Interact with posts and share information
• Reach out to companies and employers
At events:
• Find events on Handshake, ASU events or Professional and student organizations.
• Research in advance; who will be there, what type of questions to ask
• Follow-up on conversations with an email or LinkedIn connection

Career and Professional Development Services
We provide a variety of resources and opportunities to help you along the way! Our team and online resources can help you search for jobs, update your resume, prepare you for interviews, and much more!

Visit career.asu.edu to learn more!
Job search tips

Be confident!
Job searching can be difficult, rejection is a normal part of the process. To get through the search process and into your next opportunity, adopt a growth mindset and practice optimism. You’ve got this!

Adjust filters
• Adjusting search filters can be more affective in finding a job that meets your requirements, because organizations may use different titles and keywords.

Read job postings carefully
• Ensure you meet minimum qualifications.
• Be fully aware of what the job entails, the requirements, deadlines, etc.
• Make sure you are interested.
• Follow application instructions, some companies will automatically reject your application if you did not follow instructions.

Save job descriptions
• Recruiters appreciate when you remember the job they are calling you about.
• The job description will help you prepare for your interview. You will want to be able to answer questions about any of the qualifications mentioned.

Include cover letters
• Even if a cover letter is not required, it helps you expand on your resume and provide examples to highlight your qualifications.
• This could be a good opportunity for you to stand out over other applicants.

Follow up
• Follow up on applications within a week of the job posting closing.
• Follow up on interviews within 24 hours.

Visit career.asu.edu to learn more!