

## REVIVE YOUR JOB SEARCH

**What I know to be true...** The results you enjoy in your job search will be in direct correlation to the *effort* you put into your search.

Thousands of job seekers are frustrated with the results of their job search. They are totally discouraged and don't know what to do next. When in reality, it is interesting to find out how inactive these job seekers have been in their job search. Looking for a job is a full-time job. If you are not working, you need to dedicate 40 hours a week to your job search.

There are five stages for every contact in your job search, they are:

1. Identification of the target and correct contact
2. Mail cover letter and Resume | CV
3. Follow up contacts
4. Schedule interview
5. Follow up process after interview

Each day you should accomplish the following:

1. Identify five new targets and contacts (not just answering classified or internet ads)
2. Mail five Resumes or CVs with cover letters
3. Follow up on the five Resumes or CVs you sent out the prior week

You will continue this process over and over again until you book enough face-to-face interviews to obtain multiple job offers. Your main goal in your job search is to schedule face-to-face interviews with decision makers.

Informational interviews are also an important part of your job search. This is a face-to-face meeting you schedule to find out more about your targeted position. You speak with individuals currently working in the field and the specific job you have targeted. They will often share with you how they landed their job and give you incredibly valuable advice. Often, they have contacts in their field and can even possibly help you book interviews.

Commit to making at least five new contacts every single day.

Ask yourself the following questions about your current job search activities.

1. How many Resumes or CVs do you send out a day?
2. How many face-to-face interviews have you had?
3. How much time are you spending researching companies?
4. How much time do you spend following up on your Resumes or CVs?
5. When is the last time you changed your cover letter, Resumes or CVs?

If you are currently employed while involved in your job search, you should spend a minimum of ten hours on your search each week. It is important that you also only use communication methods that are confidential. You don't want to jeopardize your current job while looking for your next opportunity.