Organizing a Job Search

COL 499 // Class Four: September 16, 2016

Create a Starting Point

Search various job titles

Create a set of resumes used for the different roles

List your priorities for a career

Common Job Search Mistakes

Typos

Waiting for the job to come to you

Relying solely on the job postings you see

Taking too long on one application

Sending the same resume for every job

Talking instead of listening when networking

Common Job Search Mistakes cont'd...

Not following instructions

Failing to follow up

Being unprepared for interviews

Not having questions prepared

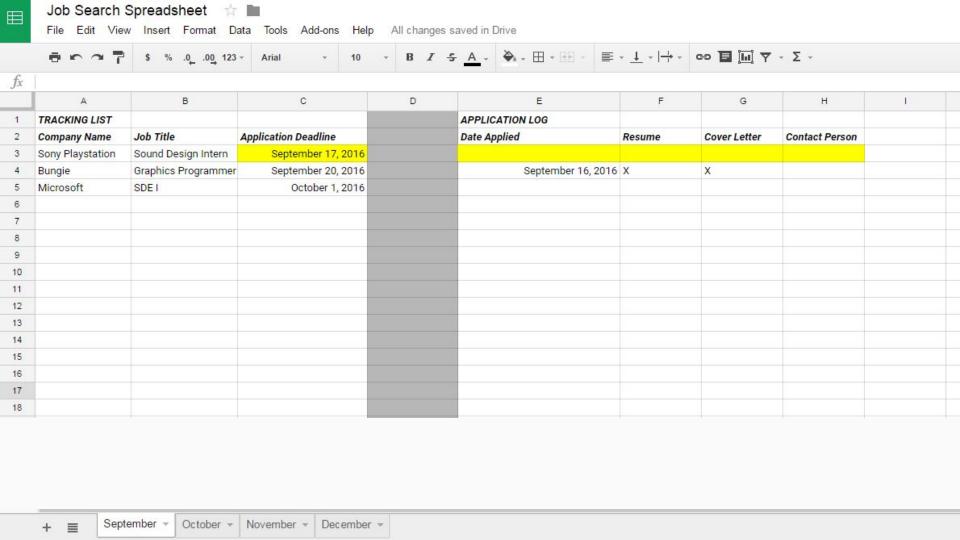Not knowing your market value

LACK OF CONFIDENCE

Track your Progress and Correspondences

Spreadsheets
- Company name, job title, date applied, application deadline, company contact, application materials, etc…

Organize folders in your email

PRO TIP: Save job descriptions for future reference!

Job Search Spreadsheet

File Edit View Insert Format Data Tools Add-ons Help   All changes saved in Drive

	A	B	C	D	E	F	G	H	I
1	TRACKING LIST				APPLICATION LOG				
2	Company Name	Job Title	Application Deadline		Date Applied	Resume	Cover Letter	Contact Person	
3	Sony Playstation	Sound Design Intern	September 17, 2016						
4	Bungie	Graphics Programmer	September 20, 2016		September 16, 2016	X	X		
5	Microsoft	SDE I	October 1, 2016						
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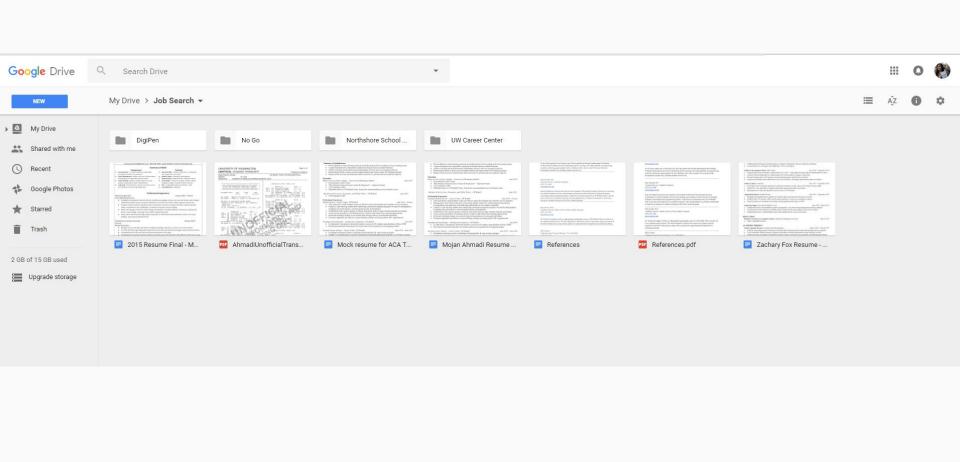September   October   November   December

Organizing your Applications

Find a format that works for you

Clearly label each application

- Use work appropriate labels for these documents
- Make documents reader friendly for the recruiter

Manage your Time

Block out application times

- Create an agenda for each of these "sessions"

Add deadlines and interviews to your calendar

Try to have a quick turnaround time

Helpful Organizational Tools

Trello

Slack

TrackingTime

Todoist

Resources

[Nikhil Jain - Four Important Tips: Organizing Your Job Search](#)

[Tien Le - Job Search Tips: 3 Organizing Ideas for an Effective Job Hunt](#)

[Bernard Marr - The Most Painful Job Search Mistakes People Keep Making (Again, and Again)](#)

http://blog.capterra.com/free-task-management-software/