

# Job Search Tips

## 1 BE ACTIVE

How many hours a week am I spending looking for a job?

- 40 hours** - I'm going to get a job ASAP
- 30 hours** - I'm pretty serious about getting a job
- 20 hours** - I'm trying, but I'm getting distracted
- 10 hours** - Maybe something will come up
- 5 hours** - One hour a day is good enough, isn't it?
- 2 hours** - I spend more time drinking coffee in a week



## 2 BE INTENTIONAL

- What **valuable skills and traits** do I possess?
- What skill or traits am I **actively improving**?
- Have I applied for **jobs this week**, including **entry level positions**?
- **Where can I volunteer** next week?



## 3 CONNECT

- Who are all the smart, helpful and well-connected **people I know**?
- Who **have I contacted** this week?



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## USE TECHNOLOGY

- Have I **set up my LinkedIn** account and continued to make refinements?
- Have I **got endorsements** from past employers and my old customers?
- Are my **skills and certifications listed**?
- Have I **connected with companies** I want to work for?
- Have I **expanded my network**?
- Do I have a **good resume**?
- Is my **resume on Indeed** so that recruiters can find me?
- Am I applying for the **right types of jobs based on my experience**?
- Is my resume written to **reflect the job responsibilities** needed for each post?
- Is my **cover letter specific** for the job?
- Am I **prepared for an interview**?



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## AVOID BEING PICKY

- Am I being **too picky**?
- What **entry level positions** am I willing to consider?
- Am I **willing to build** my work ethic and be teachable?



## 6 KEEP GOING

- Have I **picked myself up** when I've felt like quitting?
- Am I committed to **being persistent** until I find a job?

