

10 Tips

FOR JOB Search SUCCESS



01 Start with the end in mind

Take the time to think about what kind of job you're targeting.



02 Take time to organize your job search

Outline a strategy and create a weekly list of activities.



03 Create a schedule each day

Make a list of what you want to complete and stay flexible for last-minute networking opportunities.



04 Set aside a workspace

Designate a specific area that's free of distractions.



05 Devote sufficient time

The more time and energy you devote, the faster your search will proceed.



06 Recognize motivation levels will vary

Reward yourself for effort, not for results.



07 Enlist an accountability partner

Recruit one person to provide objective encouragement & feedback.



08 It can be easier to get a job if you have a job

Hiring someone unemployed can be seen as "riskier."



09 Consider relocation

It may boost your chances if you live near areas with high unemployment.



10 You don't have to go it alone

Ask family and friends for support. Join a job club. Visit a local employment office. Contact your university alumni association. Hire a résumé writer and/or career coach.



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Job Search Guidelines

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