



Planning and organising your job search

Set your job search goals

- Write down and track your job search goals.
- Be clear about what you need to do to reach these goals. Break your goals into manageable daily or weekly actions.
- Possible job search goals include researching and contacting employers. Or you might aim to send out tailored résumés and cover letters to employers you want to work for.

Treat your job search like a job

- Being an organised job seeker will help you make a good impression on employers.
- Use this time to develop your time management skills.
- Submit your job applications on time.
- Good communication is important. Answer emails and return missed calls from employers as soon as possible.

Use technology to stay organised

- Get access to a computer and the internet so you can research jobs and employers, write job applications and email employers.
- You will also need a phone. Ensure your 'leave a message' greeting is appropriate.
- Your email address should sound professional and include your name.
- Save all of your job search documents somewhere you can find them easily.
- You will need a printer to print copies of your résumé.

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