

Exercise - Tool #6: The Job Search Strategy

⇒ Carry over the job titles you are most interested in from page 14.

Job titles I am interested in learning more about:

- ⇒ Choose a few online job databases from pages 43-44 and search for those job titles. Print a few positions that sound interesting to you.
- ⇒ Choose one of the positions and use it to complete the boxes below.
- ⇒ Ask yourself, “Is this job worth pursuing?”
- ⇒ Ask yourself, “If I get an interview, would I be interested in going?”
- ⇒ Repeat for additional job advertisements. (You will need more copies of this page.)

Position title:

Key words or phrases describing what the company is looking for in a candidate	How well does this match my skills and abilities?	Key words or phrases describing the responsibilities of the position	How well does this match my skills and abilities?
Qualifications listed in the job description	How well do I meet these qualifications?	Notes about the company mission, reputation, salary, location	How well does this align with my interests and ambitions?

⇒ Track your applications using a spreadsheet like the one below

Organization	Address	Contact Name	Phone	Email	Type of Contact	Date of Contact	Action Needed	Action Deadline
ABC Corp.	314 Main St.	Albert E.	##	@	Met at job fair	10/8	Apply online	10/25
XYZ Tech	674 Tech Rd.	Marie C.	##	@	Left voicemail	10/10	Follow up in 2 weeks	10/24

Keep detailed notes. You won't remember many details in a few weeks and deadlines have a tendency to slip away without a plan and dates.