

## Job Search Strategies

### Strategy #1: Be Organized

When you're sending out resumes, keep a log of each organization you have approached. Your log could consist of a table or spreadsheet (if you like excel) and record information and details such as:

- Name of position and competition number
- Contacts (recruiter/hiring manager)
- Pertinent address information
- Details about the job/company
- Keep track of dates
- Types of questions you expect on the interview & types of questions you should ask on the interview
- Follow-up essentials (send a thank-you card within 24 hours of an interview, even if the interview went poorly)

### Strategy #2: Rehearse

Practice potential interview questions or speed interviewing classes with friends or family. Practice makes perfect and you will retain what you learned and each interview you go to will be a painless breeze!

### Strategy #3: Research

Don't make the mistake of not knowing what a company is about. Demonstrate enthusiasm and interest in each of the places you apply to. Get to know what the company is about, how their organizational culture works, and what it would be like to work there.

### Strategy #4: Clean & Polished

Always keep a couple of outfits on standby. Make sure they are laundered and ready to go! Don't wait until the last minute to look for clothing. Look clean and polished from head to toe. You may be thinking it's about the person and not the physical appearance, but that is the first thing strangers will evaluate and your first impression is important.

### Strategy #5: Interview Etiquette

A firm handshake before and after the interview is necessary. Make eye contact and smile. If necessary, attend speed interviewing to nail etiquette. When asked if you have any questions, always ask at least one. How many employees work here? Is there an opportunity for internal company growth? Also, think about necessary items to bring to the interview. For example: a portfolio, extra resume copies? Try to make the most out of the limited time you have on an interview to make a great first impression.