

CORPORATED MANAGEMENT / HUMAN RESOURCES

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10 STEPS TO SIMPLIFY YOUR **JOB SEARCH**



WHEN you are just starting out job searching, or have been out of the job market for a while, you don't need all the bells and whistles available to job seekers today. If you try to use too many job sites at once, you are going to end up spending too much time, duplicating your efforts and making it difficult to keep track of your job search. There is too much information and too many job sites out there to be able to use them all.

What You Don't Need

It is important to note there is a lot you don't need to job search effectively, even if it is available. You don't need a video resume or YouTube videos pitching your candidacy. Many employers won't even look at them. You don't have to use Facebook and Twitter to job search, even though they can be helpful.

Keep it Simple

The best way to start a job search is to keep it simple. You can always

add a layer or two to your job search endeavours when you are comfortable with the basics, and manage your time. However you don't have to. Start out slowly, get used to the technology and manage the time you spend online.



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time. Start out slowly, get used to the technology and manage the time you spend online. If you end up spending more time figuring out how a website works than you actually apply for job openings, you are wasting time.

Get Organised

Before you even think about starting to job search, you need to get organised. The first step is to set-up the tools to manage your job search. You will need Internet access, an email programme, a word processing software, a calendar management system, and ways to manage your job applications, so that you can keep track of where you have applied.

Create a Job Search Plan

Do you know what type of jobs you are looking for? Are you qualified for the jobs you are interested in? Do you have a geographic location you want to work? Do you want to move up or down the career ladder? If you are not sure what you want to do, you may want to consider getting job search help. There are free and low cost services available, or you may want to consider hiring a career coach.

Writing a Resume and Cover Letter

Your resume needs to be professional and polished, because if you don't have a professional resume, your application materials probably won't get a second glance from a hiring manager.

Your resume and cover letter guide is designed to assist job seekers who are prepared to look at their accomplishments, skills, and experiences in relation to a job target or targets. It will step you through the process of how to write your resume and cover letters. If you need more help, consider using a professional resume writing service.

Join LinkedIn

LinkedIn is an online directory of professionals and companies. Individuals and companies use LinkedIn for professional networking and has millions of members in more than 200 countries, including executives from Fortune 500 companies. You can use LinkedIn for career networking and job search.

Select Job Sites

You don't have to use every job site that's available just because it is there. Instead, try out the classifieds, or some internet job portal to see which one works best for you. Also check out niche job sites, which include job postings in specific industries and locations.

Back to Basics Job Searching

The best way to start a job search is to keep it simple. You can always add a layer or two to your job search endeavours when you are comfortable with the basics, and with managing your