



Job Search Strategies Worksheet

Instructions: As you begin your job search, first take time to consider your requirements for a future job or internship position such as location, job industry, and your personal timeline for landing a position as well as being realistic about how much time you can actually dedicate to your search. After thinking through these initial requirements, plan a job search strategy to determine your next steps. Keep in mind that your personal search strategy will vary based on the career field that you are pursuing. See back page for tips on how to think about allocating your time during the job search process.

Major: _____

Desired Location(s): _____

Job/Internship Focus (Be specific, i.e., Editorial & Writing Intern, Publishing industry, NYC; Math Teacher, Education-Private Schools, Dallas—see back page for how to create a “job target”)

1. _____

2. _____

3. _____

Desired Date By Which to Find Employment: _____

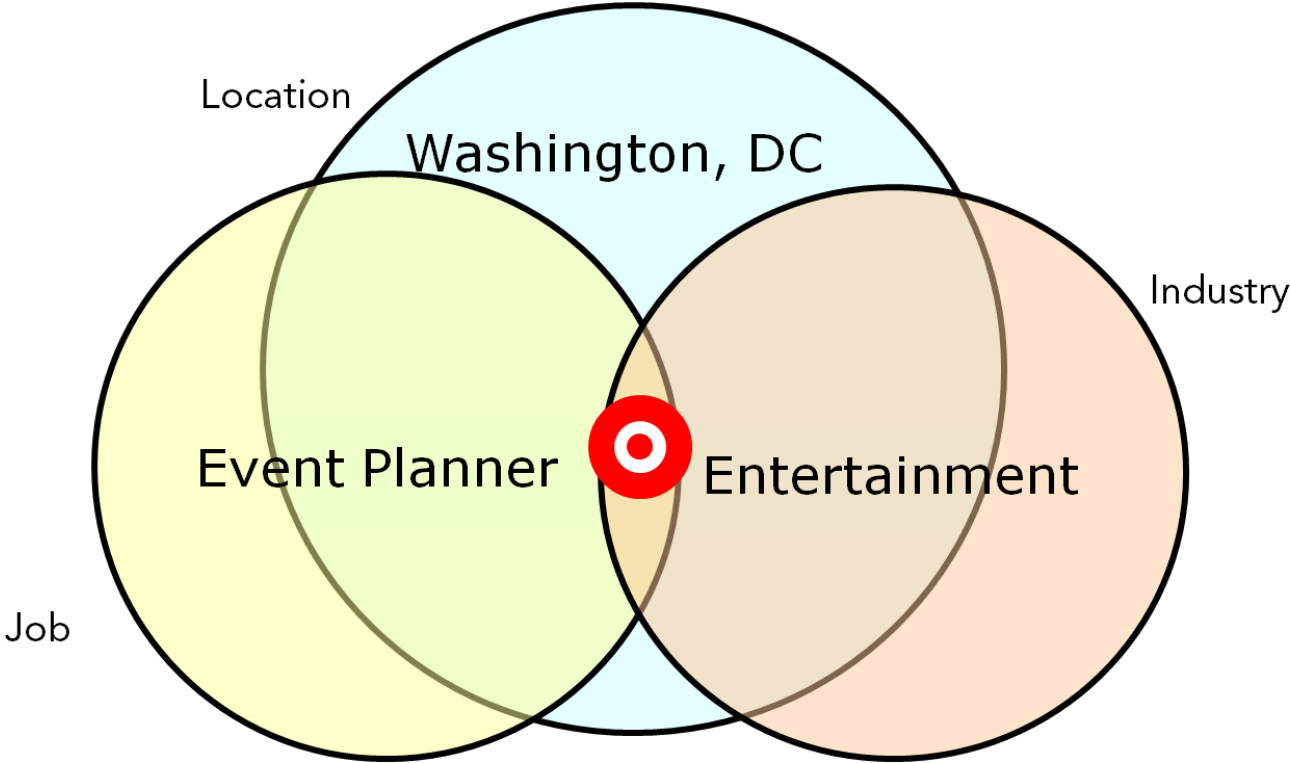
of Hours/Week Dedicated to Search: _____

SEARCH STRATEGY 1: (ex: Save and run search agent on **The Muse** and **Indeed** for Marketing jobs in Atlanta)

SEARCH STRATEGY 2: (ex: Make **networking connections** through LinkedIn and Career Shift, join WFU Alumni Groups, set up informational meetings with new contacts)

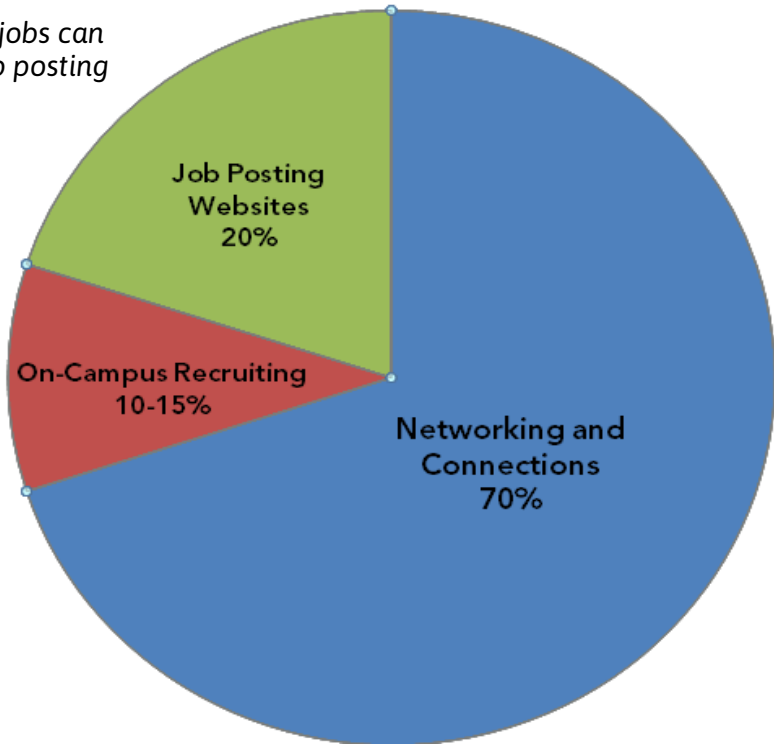
SEARCH STRATEGY 3: (ex: Use **industry-specific search sites** such as mediabistro.com for Publishing and Journalism-related positions; apply on other **job search sites like** indeed.com.)

Choosing your targets



allocating time for the search...

A smaller portion of jobs can be found through job posting websites such as:
indeed.com
studentjobs.gov
idealist.org
or *GoinGlobal.com*



Dedicate the majority of your time to networking and making connections, which would include:
Using LinkedIn (join groups), setting up informational interviews and shadowing opportunities, and reaching out to former supervisors, professors and adult fans.