



3 Ways To Improve Your Job Search

Are you seeking job opportunities, but struggling to find a match? Sending out resumes and applications furiously, but with limited results, is incredibly frustrating. We're here to help! Check out a few ideas to make your job hunt more productive.

Keep Your Search Fresh | Online Search Tactics

- Check out job boards and websites that compile postings, including Indeed, ZipRecruiter, Simply Hired, LinkedIn, Monster, and CareerBuilder. Mix up which sites you utilize, as some may carry roles that others will not.
- Keep a list of companies that you are most interested in, and check their direct websites and job postings weekly. Sometimes, companies will only post jobs to their own websites, or they'll post there first. Stay on top of them so you don't miss out.
- Use Twitter to your advantage. You can set up your account to follow certain employment hashtags, recruiters, and companies so that you are in the know if anything new is posted.

Get Out There | Networking

- We know you've heard this one before, but don't underestimate the potential of networking. Research industry groups and associations in your area, and join or attend

events to get to know other professionals in your line of work. Also keep an eye out for career fairs and other events where you'll have an opportunity to talk face-to-face with recruiters or hiring managers.

- Also engage in digital professional networking via LinkedIn. Build a profile if you don't have one, and join groups in the area of business you're interested in. Participate in groups, update your status, and keep active to grow your presence. A positive, active persona is becoming increasingly important to a successful job search.
- If you're interested in a particular company, but there are no roles currently available, ask for an informational interview. This way, you can learn more about the company and how they operate, and you get a chance to meet people within the organization. You can ask for an informational interview via phone or email, or you can reach out and message individuals on LinkedIn.

Track Everything | Staying Organized

- Tracking your activities and pursuits will help keep your search organized and productive. Write down the jobs you apply to, dates of action, status, when you meet with someone, etc. Use a simple tool like Microsoft Excel or Google Sheets to maintain consistent records, or try a free online tool like JibberJobber.
- Keeping track of your activities and progress not only keeps you organized, but it will also help you follow up on opportunities in a timely manner. If you have a phone interview or informational interview, follow up with a thank you within 24 hours. If a week has passed since you were last in contact regarding an opportunity, send a follow-up note. Maintaining records will help ensure you're not doing too little or too much to stay in contact.

If you are hoping for some more hands-on, individual help with your job search, we are here to help. Please stop by the Career Action Center in Mountlake Terrace Hall, Room 138 for assistance with seeking opportunities, crafting a cover letter, or refining your resume.

Career Action Center: Mountlake Terrace Hall 130 | Open M-Th, 8-5; F, 8-3

Resource Room: Mountlake Terrace Hall 138 | Open M-Th, 9-4; F, 9-3

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