

Steps to a Shorter Job Search

1. Plan the Week - Mondays and Fridays are not the best times to contact employers. Use these days for research, writing letters, etc. Mornings are best. Use these prime times to make contacts.

2. Make Your Job Search a Full-time Job - Spend as much time making contacts and finding leads as you would at your job. This is not the time to take an unpaid vacation.

3. Try Different Techniques - If you've relied exclusively on letters and resumes, try cold calling potential employers.

4. Explore Job Search Counselors - A private employment agency, a head hunter, etc. may have a lead for a good job. Be careful to go over anything they ask you to sign and limit your contract to paying a fee when you accept a job through their service.

5. Keep Searching Until You've Signed a Contract - Continue to search out new leads even if you feel an offer is coming. Sometimes there is a problem and the job you felt was a sure thing won't work out.

6. Evaluate Your Methods and Seek Advice from Others - If you've been looking for longer than you thought, evaluate your technique. Look over your resume and letters. Evaluate your interviews. Do you see a consistent problem? Perhaps seek out a career counselor and ask others to assist you in practicing interviews and editing documents.

7. Make Contacts with Other Job Seekers - Get to know others that are also looking for jobs. What are they encountering? Have you heard of jobs outside of your area, share them with them. They may know of jobs in your area of interest.

8. Check Help Wanted Ads Daily - Some job ads are placed during the week. Check the internet and the paper. You never know when a great opportunity will appear.



Adapted from: Seven Ways to Shorten Your Job Search, (Oct. 1998), [Career Opportunities News](#), Vol. 16, No. 2.

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