

# job search strategies worksheet

office of personal & career development

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**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 with a career counselor 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 **DeaconSource** and **UCAN** 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)

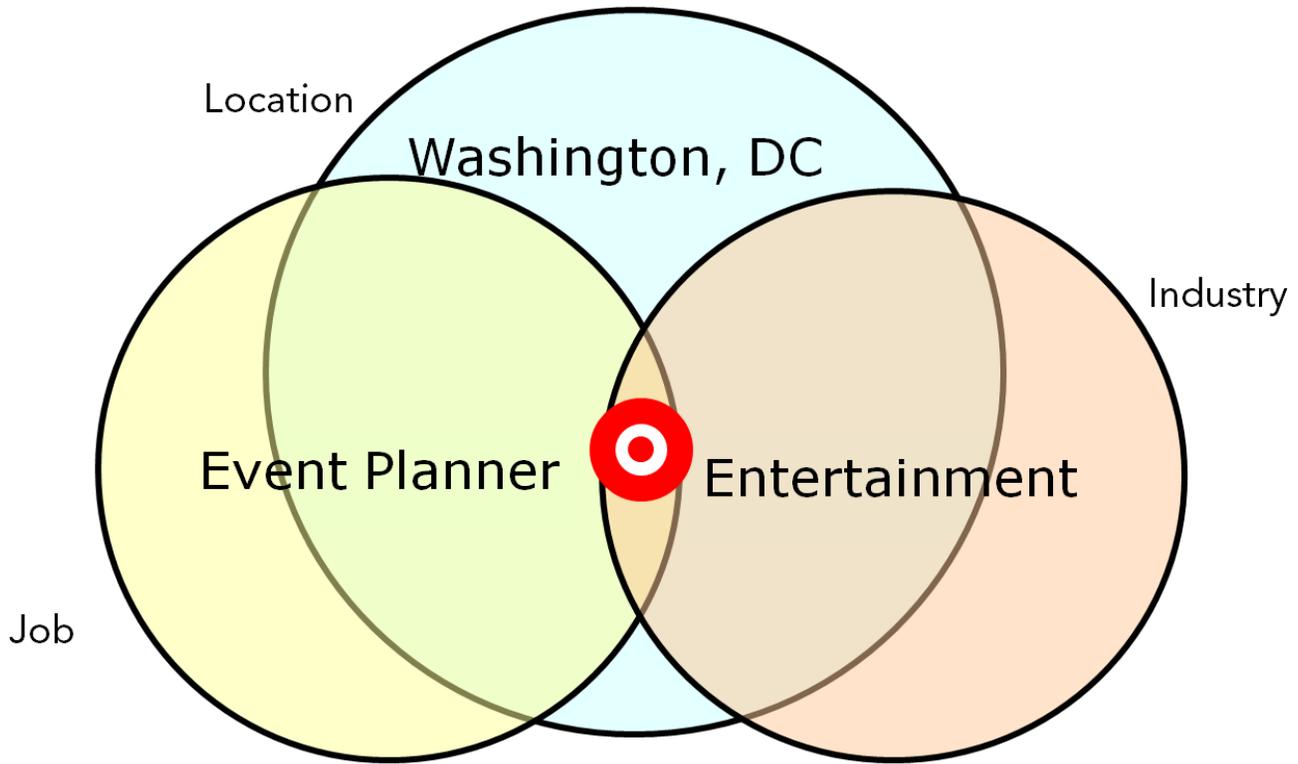
**SEARCH STRATEGY 3:** (ex: Use **industry-specific search sites** such as mediabistro.com for Publishing and Journalism-related positions; apply on other **job search sites** such as indeed.com, internships.com)



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### choosing your job targets...



### allocating time for the search...

