



## **Starting Your Effective Job Search: What You Need to Know!**

Think of job search as a work project – it needs to be planned and organized. To be proactive in your search, you should be spending 30-35 hours per week and making 3-5 contacts per week.

### **Manage Your Time**

Time management can be a struggle, especially when your regular routine has been upended. It's more important than ever to focus on tasks that make the best use of your time. Spend your time on:

- Researching job descriptions and roles that seem like a great fit.
- Researching companies and industries they want to work for.
- Contacting people and understanding the job market
- Optimizing resumes and cover letters for roles they are interested in.

Being proactive and focusing your time on worthwhile activities will have a direct correlation to a successful job search. It's up to you to take immediate steps to positively differentiate yourself in the marketplace!