

GET THE JOB

Developing Good Search Habits

Looking for work doesn't have to become a full-time job

There's so much fear and anxiety associated with being out of work that it's easy to spend too much time searching for employment. There can be more stress involved with looking than there ever was while holding a position. That's why it's important to develop good search habits so that every moment counts.

WHY IT'S IMPORTANT

Burn out is a very real risk when you spend too much time looking for a job, in particular if a significant amount of time goes by and financial worries compound things. Incorporating more effective habits will help focus your search, while also potentially shortening the time between jobs. It's important not to isolate yourself during this time, since the support of friends, family and peers is so important to mental wellness. Their support and encouragement can provide needed motivation when the job hunt becomes frustrating. Begin by discussing where you've applied and the experiences you've had. They've likely had a similar experience in the past, and



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can offer welcome advice. They might even help you

make a connection you hadn't thought of yet.

STRENGTH IN NUMBERS
Beyond your social circle,

don't forget to continue networking — just as you would if you were already employed and trying to continue a professional development journey. These contacts might also alert you to job openings before they're posted for the general public. Search out job-hunting groups, either in person or virtually, for additional support. They've likely been where you are before too — and you'll be widening your possible contact pool for future employment. Search social-media sites like Facebook and LinkedIn for groups, or postings a job-search offices. You might even make a new friend.

SHARPEN YOUR RESUME

Too often, job searchers get stuck on the latest version of their resume. It's understandable since we often spend a lengthy amount of time adding and polishing this document in the hopes of effectively showcasing our candidacy. But reorganizing your resume and cover letter with an eye on a particular job or a position in a different field is critical to making the best impression — and making it quickly. Focus on specific keywords related to the industry, since some prospective employers use tracking systems to pre-screen applicants. That can speed things along, too.