



TIPS TO OPTIMIZE YOUR JOB SEARCH PROCESS

01 Create a document

Use a tool like Microsoft Excel, Google Sheets, or even a Word document to keep a detailed record of your job applications.



02 Key details for each application

Record essential information for each application, including the company name, position, application date, link to the job posting, and the status of your application. This will streamline tracking and minimize potential errors.

03 Set daily goals

Set achievable daily goals, such as sending a specific number of applications, customizing your resume, or researching companies. Maintaining these goals will keep you focused and provide a consistent sense of accomplishment during your job search.



04 Maintain an active network

Cultivate and expand your professional network on LinkedIn. Participate in events, webinars, or groups related to your industry. Networking can provide you with job opportunities as well as valuable insights into the job market and industry trends.