



Organize Your Job Search

1

Create A Tracking System

Use a spreadsheet to keep track of your application details. Include columns for the company name, job applied for, application status, etc.

2

Utilize Email Folder Features

Create folders or use the Gmail label feature for each company you connect with. With your messages in one place, you can quickly know where you are in the application process.

3

Use Professional Naming For Your Documents

Rename each document you create for an application to avoid sending something meant for another company. Here is a naming example: Bethel, Bethany-Resume - HR Intern- Land O'Lakes

4

Save The Job Description

Most job postings are only on the company website for a short time. You may only get asked to interview after the posting has been taken down, so save it somewhere you can refer back to.

5

Utilize Your Calendar

As soon as you schedule an interview, add it to your calendar. This will ensure you avoid scheduling anything else during that time.

6

Set Up Job Alerts

Job alerts help streamline your job search by sending you email notifications when the company or type of job you seek has new postings.