



Spring Cleaning



Spring Clean Your Support Team

According to the Mayo Clinic, “A strong social support network can be critical to help you through the stress of tough times.” Review your current support team to make sure it’s helping you, not hindering you, in your job search.

List the people who have been helpful in your job search to date. If any category is empty, think about who you might know to bring on to the team.



Insert name here

Encouraging



Insert name here

Good Advice



Insert name here

Well-Networked

Spring Clean Your Support Team

Thanking your support team

Use these phrases to show appreciation for your support team.

Thank you so much for helping me do/find _____

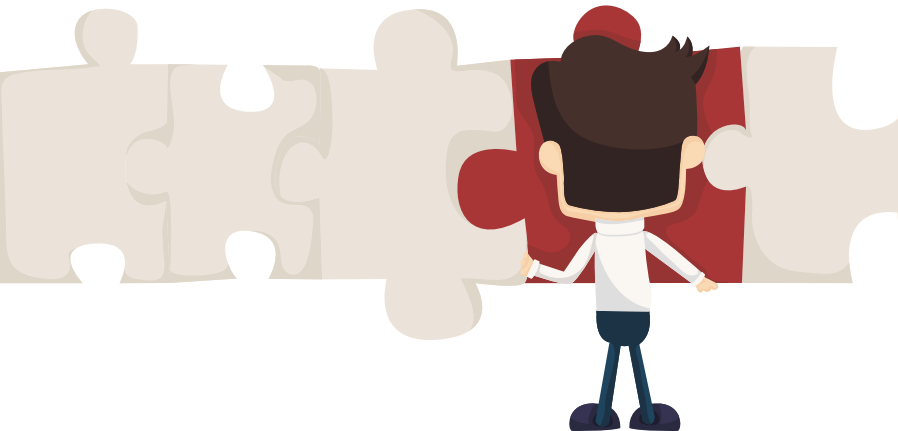
I appreciate your advice to _____

I hadn't thought about it that way before. You're always so encouraging. Thank you for being so supportive.

List the people who have been detrimental to your job search (even if they're well-meaning).

Outdated or harmful advice

Demotivating



Spring Clean Your Support Team

Responding to the Naysayers

Try these phrases to shorten conversations with the naysayers.

Thank you for your advice. How is your _____
(Daughter, dog, house remodel, bunion, etc.)

The job search is moving along. How is _____ going for you?

I appreciate your input, but I could focus on it better at my desk.
Please send me an email if you're so inclined.



Spring Clean Your Approach

You can't control the economy and it may not be feasible to change your location right now, but there are several factors in your control that might be hindering your ability to land a job.

Evaluate the following:

Pick 2-4 job descriptions of “perfect” jobs for you. Do the words on your resume match the words used in the job descriptions?

*Words in job descriptions
(ex: merchandising)*

*Words on my resume
(ex: in-store displays)*

Do you feel like employers would jump at the chance to hire you if they only knew X, Y, and Z?

What employers should know about me:

Make sure you're speaking the same language as your potential new employer.

Put those items in a cover letter.

Spring Clean Your Approach

Do you go on interview after interview but never get an offer? Audit your interview skills. Find a mentor or honest friend to do a practice interview with you and ask them the following questions afterwards. Troubleshoot as needed.

- Am I pronouncing all of my words correctly?
- Can you understand what I'm trying to communicate?
- Am I using the wrong word or phrase at any time?
- Am I speaking too quickly or slowly?
- Are my examples interesting?
- Are my examples impressive?
- Do I sound like someone you would want to work with every day? Why or why not?
- Based on this interview, what do you think would be the worst thing about working with me?
- Is my eye contact appropriate?
- Do I smile too much or too little?
- Is my elevator pitch too long?
- Do I speak too much or too little?
- Do I answer the questions that are asked (vs. running off on a tangent)?



Spring Clean Your Process

Are you working efficiently or is your job search process bogging you down?

Check off these items to streamline your day.

- Identify one to three job search sites with relevant jobs in your field. If you search more than three sites, you'll likely run into the same jobs, giving you more to filter through without actually producing more results.
- Set up email alerts for jobs that interest you. You can set up alerts for job titles, industries or specific companies at most search sites. Customize one or several alerts to hone in on relevant new jobs.
- Choose a time of day, every day, to concentrate on reviewing new jobs from your email alerts.
- Update and optimize your resume.
- Write a cover letter that can be easily customized for different jobs.
- Track jobs that you have applied to as well as recruiters. If you are tracking jobs via an unemployment form, make copies of the form before sending it in. Why? When a company calls you for an interview, you can easily look up when you applied and what the job was for.
- Have a thank you email that you can customize after in-person interviews. This email should be personalized to each person you speak with.



Spring Clean

Your Attitude



Spring Clean Your Attitude

Searching for a job can be a draining process, and it can be demotivating to face rejection (or silence) day after day. But you've likely overcome hard times in the past and you'll overcome this challenge, too.

Try the following tactics to keep your spirits up.

Compartmentalize

If you spend four hours per day working on your job search, you still have 20 hours of non-job search time each day. Just like many people have a "leave work at work" mentality, try to leave your job search in its allotted bucket. Think of it as a "household chore" that you must complete each day – once completed, move on mentally and enjoy the rest of your time.

Visualize

What will your life be like when you find your new job? Think of the new salary, the work-life balance, the shorter commute or the new coworkers you'll meet. Focus on this when you need a reminder of why you're spending your days filling out online applications.

Gamify

How many people in your network did you contact this week? How many new skills did you learn? How many pieces of feedback did you incorporate into your job search strategy? How many new ideas did you find to test out? If you can, make your job search into a game. Compete with yourself to work harder, smarter and faster each day.

Celebrate

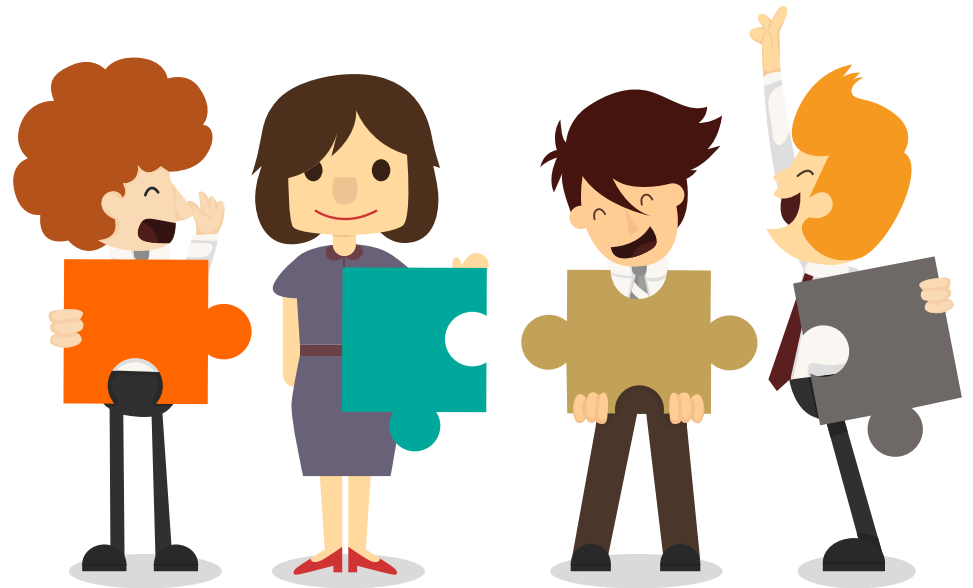
The perfect job might take months to find. Depending on criteria, it might even take years. Don't wait until you finally find a job to celebrate life. Find a reason every day to celebrate something. Did you make your daily goals today? Is the weather nice? Did you make progress in a hobby? Are you visiting with a friend? These can all be reasons to pause and celebrate.





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