



13 Strategies

FOR MAKING YOUR JOB SEARCH
MORE EFFICIENT

Some things are beyond your control when you're searching for a job. You wait for companies to call you back, and you compete with other candidates who may have stronger qualifications.

However, you can take charge of making your job hunt more efficient. That way you'll make the process faster and more rewarding, regardless of the state of the economy.

The secret is getting organized and taking care of yourself. Use this checklist to work smarter rather than harder while you're preparing for your next position.

Tips for Organizing Your Job Search

Careful planning and helpful routines reduce stress and enable you to accomplish more. You'll maximize the return on your efforts.



A close-up photograph of a person's hands typing on a laptop keyboard. The laptop is on a white marble desk. Next to the laptop is a white coffee cup on a saucer and a small white egg-shaped container. A green plant is visible in the background.

Try These Top Tips:

1. Clarify your goals

Charting your career path will help you to understand your values and make sounder decisions. You'll be able to focus your efforts on your top priorities.





*Try these top tips:
(continuation)*

2. Leverage your strengths

Customize your job hunt based on your skills and resources. Maybe you have a powerful alumni network. Maybe you communicate more effectively in writing or on the phone. Check out this personal branding assessment that can help you find clarity in how the world sees you. Unlock the precise words that you can use to describe yourself in a professional bio or LinkedIn summary. Fascination Advantage

3. Limit your research

You need to know about the companies where you're applying but ensure that you're allocating enough time for the rest of your to-do list. **You can gather more information if you're invited to interview.**



*Try these top tips:
(continuation)*

4. Polish your writing

Make your applications stand out. **Edit your resume and cover letters to match the requirements of each position.** Use keywords. Describe your past achievements and what you can offer.

5. Take advantage of technology

Automate tasks to save time. Email alerts will notify you of new openings, so you can be among the first to apply. Use project management apps to track and evaluate your progress.

- Check out this new job search tool to help organize your search and track your applications: [Altogether](https://altogether.com/) (ask about a free account when speaking with Coach Lisa Virtue).

*Try these top tips:
(continuation)*

6. Batch similar tasks

Block out time for checking job boards or keeping in touch with network contacts. Activities that require the same thought process usually take less time because your brain doesn't have to switch gears.

7. Avoid distractions

Figure out where you may be wasting time. Let your family and friends know the hours when you want to be undisturbed. Set limits on video streaming and internet browsing.





*Try these top tips:
(continuation)*

8. Clear away clutter

Tidy up your environment. Try to cut down on paper documents and develop a filing system that works for you

9. Ask for help

Let your family, friends, and colleagues know how they can assist you. Talk with recruiters and consider hiring professional services like resume writing if your own efforts have stalled. Career coaches help you get results faster and more effectively.

Tips for

Taking Care of Yourself

During Your Job Search



It's difficult to be productive when you're anxious and depressed.

Investing in yourself will keep your energy levels up and help you to make a more positive impression when you're interviewing.



These strategies will help:

10. Sleep well

Aim for 7 to 8 hours of sleep each night. Go to bed and wake up at the same time each day even if you're unemployed. If anxious thoughts make you toss and turn, get out of bed and do something boring until you feel drowsy.

11. Eat healthy

Fuel up with nutritious meals and snacks. If you're watching your grocery spending, stock up on beans, lentils, and oats. Frozen produce often costs less than fresh and can be just as healthy.

12. Exercise Regularly

Staying active will give you more energy, enhance your mood, and help you sleep at night. Go for a run or jump rope. Do stretches and bodyweight exercises at home.

13. Manage Stress

Take time to relax and have fun. Call a friend or a community hotline if you're struggling with difficult emotions.

A long job hunt can take its toll on your self-esteem and bank account. Being efficient will help you to increase your success rate and move ahead in your career.





I help you get the job

that pays the bills without living in career regret. It's time you landed your ideal role with an organization that appreciates you.

Let's do this!

Book a Call

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