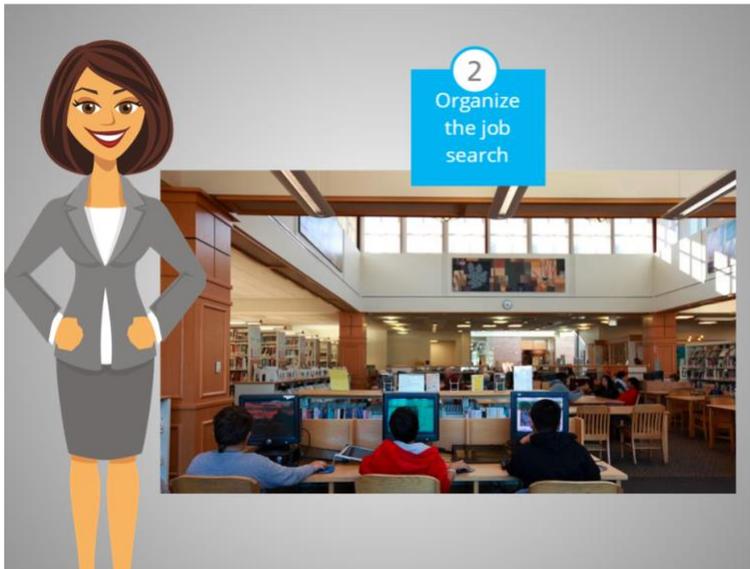


## Organizing your job search

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Searching and applying for jobs can be difficult and sometimes boring, but Jacob is determined to stay organized and motivated.

He decides to schedule his time and commit to his schedule. He feels the most alert and focused in the mornings, so he decides to start at 9 a.m. and think of his job search as a job he has to report to each day.

He decides to work on finding a job for 2 hours each day.

Because he doesn't own a computer, he decides to do his job search at the public library.

# ORGANIZE YOUR JOB SEARCH



Job Search Record  
April 2019

## Company / Organization Information:

Name:	
Address:	
Phone Number:	
Website:	
About the company:	

## Job Application Submitted to:

Name:	
Position:	
Phone Number:	
Email:	
Date Applied:	

## Job Application Submitted via:

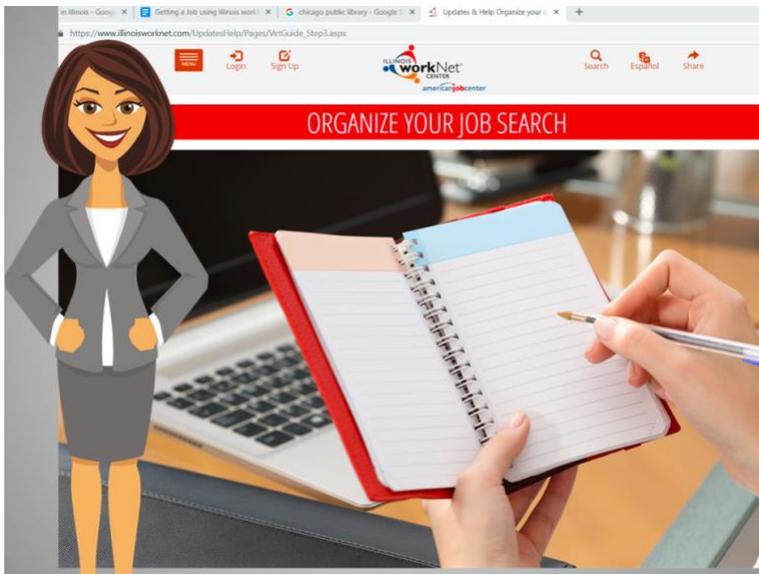
<input type="checkbox"/> Delivered in person
<input type="checkbox"/> Emailed to: _____
<input type="checkbox"/> Upload in company site:
<input type="checkbox"/> Resume Submitted <input type="checkbox"/> Cover Letter Submitted

## Job Information:

Position:	Job Number or ID:
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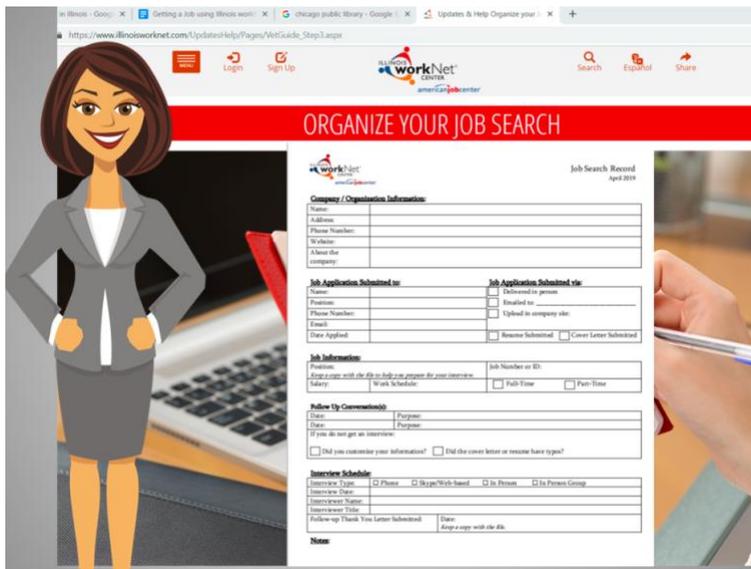
It is 9:00 a.m. again and Jacob is back at the library!

Last night, Jacob's nephew Christopher, helped him print some Job Search Record worksheets from the Illinois workNet website. Jacob looks at the worksheet and he notices the important things he needs to consider when browsing jobs:



The first section is the company information. This includes the name, address, telephone number and website. Sometimes not all the information is available, but at least one way to contact the company offering the job is available. It is also a good idea to take a note of what the company does as a reference.

The second section is about the way the application is submitted. Sometimes the name and contact information of the hiring manager is available but sometimes it is not. Sometimes you can deliver the application in person or via a generic company email. In large organizations, it is very common to apply on the company's career site. In this section Jacob can note the additional documents he submitted along with the application. A resume and a cover letter are the most commonly requested documents.



The third section is about the job. The position name, the salary and the schedule are commonly provided. The job number, if available, is important as an identifier. It is a good idea to keep a copy of the job description for when he attend interviews.

The fourth section is to write down any communication with the organization, and the last section is to document the interview information.

Being organized in a job search will help Jacob be prepared for phone calls and interviews. To keep yourself organized, the Job Search Record worksheet would be a great resource to use as you search for jobs.