**Using the Job Management Sheet**

**In order to systemize your job search, follow the steps below.**

1. **Searching for Jobs** – Research jobs that fit your career interest via job search engines such as Indeed.com, Linkedin etc.
2. **Pooling Jobs into your Job Management Sheet** – As you’re researching jobs of interest make sure you pool in the jobs that you would like to apply for
3. **Ranking the Jobs** – Once you’ve pooled jobs into your job management sheet, take some time to reflect on how each job fits with your career goals, your values, interests, skills etc. Rank each job 1-10. Those jobs that rank 7 or above should be those jobs that you would apply for.
4. **Finding recruiter info or point of contact** – Use Linkedin, Google and company websites to find recruiter information or points of contact. For every job you apply for you want to send a message to the best POC telling them you’re interest in the role and organization.
5. **Applying for jobs of interest** – For every job you apply for make sure you make a targeted effort with your resume, cover letter and any other application materials. Do not send a generic “catch all” resume to every job you’re applying for.
6. **Reaching out to recruiter or point of contact** – If possible, take the time to send a message to the point of contact for each job you apply for. You might not be able to find a POC for every job.