



JOB SEARCH STRATEGY

A CLEAR PLAN. CONSISTENT ACTION.
BETTER RESULTS.

A successful job search doesn't happen by chance. Having a strategy helps you stay focused, organised and confident every step of the way. ❤️



BEFORE YOU START

- ✓ **KNOW YOUR GOALS**
What type of role, industry and work environment are you looking for?
- ✓ **ASSESS YOUR SKILLS**
Identify your strengths, experience and areas to develop.
- ✓ **RESEARCH THE MARKET**
Understand the job market, employers and opportunities in your area.
- ✓ **GET ORGANISED**
Update your CV, LinkedIn profile and supporting documents.
- ✓ **SET REALISTIC EXPECTATIONS**
Be open to opportunities while staying true to your goals.



CREATE YOUR PLAN

- 1 **SET YOUR TARGETS**
Define the types of roles and companies you want to apply to.
- 2 **PLAN YOUR APPROACH**
Decide where you will search for jobs and how you will apply.
- 3 **SET A SCHEDULE**
Allocate dedicated time each day for job searching.
- 4 **BUILD YOUR NETWORK**
Connect with people who can inform, support or refer you.
- 5 **PREPARE TO SUCCEED**
Tailor your CV and prepare for interviews as you go.



DAILY ACTIONS THAT WORK

- ✓ **SEARCH SMART**
Use a variety of platforms and resources to find suitable roles.
- ✓ **APPLY QUALITY OVER QUANTITY**
Focus on roles that match your skills and experience.
- ✓ **NETWORK EVERY DAY**
Reach out, attend events and engage online.
- ✓ **FOLLOW UP**
If appropriate, follow up on applications or conversations.
- ✓ **KEEP LEARNING**
Use your time to build skills and knowledge while you search.



TRACK YOUR PROGRESS



JOBS FOUND
How many suitable jobs did you find?



APPLICATIONS SENT
How many applications have you submitted?



RESPONSES
How many responses have you received?



INTERVIEWS
How many interviews have you secured?



OFFERS
How many offers have you received?



Review weekly, celebrate small wins and adjust your plan if needed.
Consistency leads to success!



TOP TIPS

- ★ Be proactive, not reactive.
- ★ Tailor your CV and cover letter for each role.
- ★ Use keywords from job adverts.
- ★ Build genuine connections.
- ★ Keep a positive mindset.
- ★ Every application is a step closer to your goal.



Plan
Prepare
Persist
Succeed



STAY MOTIVATED

“
Your future is created by what you do today, not tomorrow.”

- ✓ Focus on what you can control.
- ✓ Take care of your wellbeing.
- ✓ Seek support when you need it.
- ✓ Keep learning and growing.
- ✓ Believe in yourself – you've got this!