

Organizing Your Job or Internship Search

Winter break is a great time to exhale, unwind, get centered, and get organized. Much like that closet you don't let guests open, your job search may be in need of some organization! Here are a few practical tips to get started:

Create a job search tracker

Ever feel like your job application process is like throwing darts at a wall? Ever get called for an interview and have to scramble to remember what exactly the job was that you applied for? Having trouble keeping track of when and if any follow-up is needed on anything you've submitted or any discussions you've had with your professional network? Then a job search tracker could be right for you.

Tools

Google Sheets, Excel, or the task tracking tool of your choosing

Information to Track

Create columns for:

- Organization name
- Website url
- Job title (linked to posting)
- Application due date (if available)
- Materials requested
- Application submit date
- Any Follow Up Needed (and date)
- Notes (where you can indicate if you've had any prior contact or engagement with the organization or their employees)

***Pro-tip:** Copy job descriptions you've applied to into a word or google doc, so that if they get closed or taken down, you still have the job description to reference should you get called for an interview.

Build your job or internship search into your weekly schedule

Job and internships searches can feel all consuming, or like the first thing to get back-burnered when things get hectic. One way to manage your search is to schedule it into your week like you would a class or a recurring appointment. This puts some boundaries around when you engage in job search activities so that you can maintain balance and wellness but also ensures that you

continue to make progress. Of course you may come across a posting with a pending deadline, or you may want and need to dedicate more time to your search during a given time-span, so this is intended to be used flexibly but as a good foundation. Break down your schedule by type of job search activity where relevant.

Sample Job Search Schedule:

- Sundays, 7 - 9pm: Work on cover letters and apply for jobs using online job boards
- Tuesdays, 7 - 8pm: Search LinkedIn and send people informational interview requests to learn about their work and organization
- Fridays, 8 - 9am: Research organizations who do work around Maternal and Child Health in New Jersey and add to tracker to keep an eye out for postings or to reach out to for informational interviews

Want to talk about organizing your search so that you are working smarter, not harder?

You can schedule a 1:1 Career Coaching appointment with the Office of Career Services. [Book an appointment online now!](#)