

The Virtues of Job Searching: Organization, Patience & Confidence

Searching for a job can be a frustrating process, especially this past year where many organizational budgets have been in flux and there are more job seekers on the market. Here are some key strategies and mindsets to help you through this process: organization, patience, and confidence.

Organization

Creating a personalized Job Tracker is a great way to stay on top of which jobs you've applied to and when to follow up. You can do this using Excel, Google Sheets, or another program of your choosing. Ideas for columns to include are:

- 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)

*It's always a good idea to save the job description on a Google or Word doc in case it gets taken down later and you need it to prepare for an interview.

Also consider scheduling your searches and applications into your week like you would a class or a recurring appointment (e.g. Tuesdays 12pm-1pm: search for jobs in X, Y and Z organization).

Patience and Perseverance

On average, the full-time job search takes 3 to 6 months in non-pandemic times. When we add the impacts of a pandemic, the job search process can feel like a test of patience. While it's definitely very frustrating to not hear back from roles you really want, take a moment to pause and think about the things you can and can not control in this process. Does the narrative your resume tells make sense for the positions you are applying for? Have you taken the time to tailor your cover letters to each position? Have you set up a career advising appointment or

made time with a friend to practice your interview skills? Are you integrating networking into your search or speaking with a career advisor about how to do that if you don't know where to begin?

Additionally, think about ways you can fill any potential skills gaps. Don't be afraid to play around with some datasets and enhance your analysis skills, [complete a free online course](#) in a subject of interest that you want to improve on, read public health related news stories so that you are ready to speak about what's happening in the field in an interview.

Confidence

This part is often easier said than done. But don't sell yourself short just because you haven't heard back! This process can make many people doubt themselves. Not everyone finds *the one* on the first try, sometimes it takes a few coffee dates and interviews to get it right. Keep remembering and centering what you bring to the table and that your experiences are unique to you. The great thing about public health is that no position is cookie-cutter, public health is advanced through the collaboration of individuality and different areas of expertise!

Interested in talking about your job search with a Career Coach?

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