1. Organize: This guide is intended to empower you in your search and help you be aware of and promote your strengths. The first step is to create a search document to store all your due dates, links, search keywords, and list of skills. Divide it into categories such as: job searches, residencies, graduate school, places to apply, google searches, skills I have, and opportunity websites. Ultimately this document enables you to answer the two main application questions of ‘Why them?’ and ‘How can I be helpful to them?’ and connects the dots between what an employer needs and the skills you have.

2. Search: Your search can take many forms and below are few ways to approach your search! For each job description, make an ‘I can do that.’ list from the skills each employer requires. Collect them them in your search document so you can include those items in your application materials.

Name the job you want. Name your goals. Always keep your goals in mind. This can help you focus while conducting multiple types of searches. For instance, you may keep your eye on job as well as internship, grant or other type of funding opportunities.

Make a list of keywords to search for. This will save you loads of time and especially since you don’t want to reinvent the wheel each time.

List of all the people you know who work in the same field or occupation as you. This can include your professors and also people who you are connected with via social media. Reach out to see if they know of opportunities in your field.

Create a top-ten list of employers and job boards. Track opportunities and good sources such as local papers, online job boards, and employers in your area.

Reverse Engineer your search. Google map organizations or companies in your field. This will give you a good idea of what is in your area and you may find a jem you had never heard of!

Use email and social media such as Facebook and LinkedIn to connect with your other friends. Keep your message simple, such as “I’m looking for ______ work in Manchester, NH. Does anyone know of any open positions? One opportunity leads to another! Sign-up for a temporary employment agency or internship who can act as a springboard for your career.

3. Apply: Customize your master application to the type of opportunity and organization or individual you are applying for. For each skill in your ‘I can do that list,’ give a specific example of when you performed it. Think as if you were the employer, what skills would you want the candidate to have if you were hiring for this position. Start with a free write for your applications and then edit your materials so they are clear, concise, and compelling.

Proof your application!!! Take the time to review your promotional materials and read aloud to better catch grammar, misspellings, style, and design inconsistencies.

Apply to three opportunities a day. You will become more and more efficient at applying. The prep on the first couple rounds will take the most time.

Don’t forget you are a maker and entrepreneur! Do what you love. Capitalize on what makes you unique. Where and who is your market?

Resources: The Job Hunting Handbook by Harry Dahlstrom