

How to

Manage your Job Search

With Microsoft Outlook 2007

A step-by-step guide to configuring and optimizing Outlook 2007 to organize and manage your job search activities

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About us

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"There is a way to do it better...find it."
- Thomas Edison

Why Optimize?

Job seeking is hard work and takes time. There's many different activities you must be involved in; finding opportunities both by paper and Internet, preparing and distributing your resume, and then all the communication, follow ups and interviews.

"Your job search is a process. Actually, it is a multi-process, with many concurrent processes (based on multiple employer contacts) taking place at the same time." (*College Grad Job Hunter* by Brian Krueger)

As you find and work your way through this multi-process, it is easy to forget what stage you are at with each company and opportunity. It can especially be a struggle to stay on top of the follow-up part of the job search.

How to you keep track of all these job search activities now?
Paper and pencil? In your head? Spreadsheet?

We offer a better way to stay on top of your job seeking efforts using Outlook, the email client you are already familiar with. We will show you how it can also be your virtual filing cabinet and reminder system.

We may dig into areas of Outlook you are not as familiar with, but the steps are clearly written and the reward of an organized job search that may lead to your next big opportunity is worth it.

"All our dreams can come true if we have the courage to pursue them."
- Walt Disney

Finally – organized!

As stated, this is all about getting control over your job search process. We will separate job search information from your Inbox clutter and get it into organized containers.

Potential employers will be in their own Contacts folder.

The status of each potential employer will be in clearly viewable as a Task.

Your Outlook Calendar and Tasks area will become the foundation of your job search organization.

We're going to change your focus from looking at emails and trying to remember what to do about it, to having a clear separation of job hunting from your personal emails and easy visual reminders of what you need to do next.

You will spend less time trying to remember where you are with each potential employer and have more available time to search and follow up.

By following the methodology we offer you will know what to do when an email arrives or an employer calls, responding to the resume you sent out. You'll save the email address for future correspondence,

file the email under the company name so you can refer to it in the future, and be able to confidently designate the next step to be done for that job opportunity.

Each day you will be reminded what tasks or items are outstanding, what is coming up today or this week, and will be able to quickly review what stage each potential opportunity is at.

Let us begin.

The first three sections deal with setting up Outlook 2007 so that it is ready for the information you will feed it.

After that, you will learn how this job organization method flows. You will immediately benefit from the improved process by knowing what you need to do next in your job search.