Aunty Annas House
between crisis and comfort

HOW TO SEARCH FOR A JOB

This guide helps you organize a practical job search, find suitable roles, and submit stronger applications.

Goal: Build a steady job-search process that helps you apply with focus instead of sending applications at random.

Prepare Before You Search

Complete these items before applying so each application is easier to manage.

- [ ] Define the type of work, level, location, schedule, and pay range you want.
- [ ] List your strongest skills, relevant experience, and achievements.
- [ ] Prepare a clear, up-to-date resume that is easy to scan.
- [ ] Draft a simple cover letter that you can adapt for different roles.
- [ ] Create a professional email address and voicemail greeting if needed.
- [ ] Set up a folder for resumes, cover letters, job descriptions, and application notes.
- [ ] Choose a tracking method, such as a spreadsheet or notes document.

Find and Apply for Jobs

Follow these steps in order, then repeat the process regularly.

1. **Define target roles.** Choose a short list of job titles that match your skills and goals. **Result:** You know which searches to run.
2. **Search job boards.** Use specific job titles and useful filters for location, schedule, experience level, and work arrangement. **Result:** You find more relevant listings.
3. **Check company websites.** Look at the careers section of organizations that interest you. **Result:** You can find openings that may not appear everywhere.
4. **Network intentionally.** Tell trusted contacts what roles you are seeking and ask whether they know of useful leads or advice. **Result:** More people understand how to help.
5. **Review each listing.** Confirm that the role matches your target, then note the required skills, documents, deadline, and application instructions. **Result:** You avoid unsuitable or incomplete applications.
6. **Tailor your resume.** Move the most relevant skills and achievements higher, and use language that matches the listing when it is accurate. **Result:** The employer can quickly see your fit.
7. **Tailor your cover letter.** Explain why the role interests you and connect two or three relevant strengths to the work. **Result:** Your application feels specific rather than generic.
8. **Submit carefully.** Check names, dates, contact details, attachments, and required fields before sending. **Result:** Your application is complete and polished.
9. **Track the application.** Record the role, organization, date applied, contact, status, and follow-up date. **Result:** You always know what happens next.
10. **Prepare for interviews.** Review the role, practice concise examples from your experience, and prepare thoughtful questions. **Result:** You enter the conversation ready and confident.

Practical Tips

Use a steady process rather than trying to apply everywhere at once.

Search channel	Best use	Action
Job boards	Finding a broad range of open roles	Save useful searches and review new results regularly.
Company websites	Checking organizations you want to work for	Review the careers page and follow its application instructions.
Networking	Learning about roles and getting guidance	Ask for advice, share your target roles, and follow up politely.

- **Keep it focused.** Apply to roles that match your target and meet most of the important requirements.
- **Use evidence.** Describe what you did, how you helped, or what improved instead of listing duties alone.
- **Stay consistent.** Set a regular time for searching, tailoring, networking, and tracking.
- **Follow instructions.** Use the requested file type, answer every required question, and submit before the deadline.
- **Prepare questions.** Ask about the role, team, priorities, and next steps during an interview.

Tip: Keep one strong master resume, then make a focused version for each role. Save each submitted version with the job title and date.

Troubleshooting Common Challenges

- **Problem:** Few search results match your goals. **Solution:** Try related job titles, review your filters, and check company websites directly.
- **Problem:** Applications take too long. **Solution:** Keep your core materials ready, tailor only the most relevant sections, and use a checklist before

submitting.

- **Problem:** You are not getting responses. **Solution:** Recheck your target roles, highlight relevant achievements earlier in your resume, and ask a trusted person for feedback.
- **Problem:** Networking feels uncomfortable. **Solution:** Start with a short message asking for insight or advice rather than asking directly for a job.
- **Problem:** You feel nervous before an interview. **Solution:** Practice a brief introduction, prepare examples, review the role, and write down questions in advance.

Next Steps

Turn the guide into a simple weekly routine.

- [ ] Review your target roles and update your search terms.
- [ ] Find relevant listings and choose which ones deserve tailored applications.
- [ ] Contact a few people in your network for advice or leads.
- [ ] Update your application tracker after every search or submission.
- [ ] Practice interview answers and improve them after each conversation.
- [ ] Review what is working each week and adjust your approach.

Keep going: A focused, repeatable process makes the search easier to manage. Each tailored application, useful conversation, and interview gives you information for the next step.