



## 50 Ways to Lose Your Job Search

1. Know what you want to do
2. Tell your friends, family and colleagues what you are looking for
3. Be able to succinctly tell people what you do in a way a child could understand
4. Look for jobs that are slightly different from what you used to do
5. Use the job boards and company websites
6. Join and participate in professional associations
7. Check in with your Alma mater
8. Become active in your community
9. Spend most of your time away from the computer
10. Attend networking events
11. Build a robust LinkedIn profile
12. Use LinkedIn Groups to meet new people
13. Scout out recruiters who do placement in your line of work
14. Develop new skills in-demand
15. Track your time and activities and assess what needs to be adjusted
16. Use Twitter, Facebook and Google+ to learn about company culture and meet insiders.
17. Re-connect with past employers
18. Research people before meeting with them to build rapport faster
19. Create a list of 30-50 companies that could potentially hire you
20. Attend conferences, trade shows or professional meetings
21. Write a solid and compelling cover letter (no templates allowed)
22. Customize your resume for every job
23. Always send a thank you
24. Take the harder route...always chose the option that is hardest for you
25. Don't forget to look for civil service and government jobs
26. Join or create a job search project team to keep you on track
27. Follow up and don't give up
28. Spend at least 30 hours a week dedicated to productive search activities
29. Schedule networking meetings at least a week in advance
30. Develop accomplishment stories to tell during your interviews
31. Practice interview answers out loud
32. Know all the details for the interview: who, where, and when. Don't assume.
33. Be comfortably confident and make the interview an exchange, not an interrogation
34. Make LinkedIn work for you by pinging your connections when they share information
35. Have a professional email signature
36. Know when it is time to ask for help
37. Have solid, well-coached references lined up
38. Know your backup plan
39. Create and use a personal marketing plan
40. Expand your job search territory
41. Be able to put into words the value you bring to your future employers
42. Keep working your job search, even after you've had a great interview
43. Discuss salary requirements (not income needs) at the last possible moment
44. Learn how to negotiate and be ready to negotiate your job offer
45. Use the productive hours of the day (8am – 5pm) meeting with people
46. Give back to others less fortunate than yourself
47. Set measurable goals and time-lines and don't let them slip
48. Know the right way to answer the question "why did you leave your last job?"
49. Google yourself to make sure your online presence is tip top
50. Never, ever stop looking for work again!