

# 12 Ways to Help Your Job Search in 5 Minutes

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You may not think you have enough time to make progress in your job search. But if you've got five minutes, you can move your search forward with any of these 12 actions:

## 1. Make an individual appointment with the Career Development Center

It is a valuable opportunity to meet one on one with an experienced career counselor to go over your resume, LinkedIn profile, and discuss job search strategies.

## 2. Replace the objective statement

Replace the objective statement at the top of your résumé with a branded headline that conveys your value to the reader, i.e., “Honors accounting graduate with internship experience, during busy tax season, at one of the big four.”

## 3. Connect with your network

Connect with one person from your network with whom you haven't spoken in at least one month. Pick up the phone, too -- don't rely on emailing.

## 4. Update your social profiles

Update your LinkedIn profile content for two reasons: First, to keep it current, but also so the activity puts your name in front of every one of your contacts as a network update on their home page.

## 5. Conduct research

A lack of basic understanding in the employer's mission and/or philosophy shows a lack of preparation and interest.

## 6. Make your voicemail more professional

Remove ringtones and silly voicemail recordings from voicemail. Recruiters will not leave a professional message on the voicemail of an applicant that has music blasting as a ringtone. It shows that job searching is not a priority.

## 7. Prepare for the interview

Preparation is everything. Make up a list of the questions you do not want to be asked; then answer them in the company of a friend. Tell the friend you want honest feedback to make certain that you are giving confident, credible and professional-sounding answers. Once you are comfortable with the difficult questions ... you will be more than prepared for the 'easy' questions."

## **8. Join industry associations**

Contact and join a local professional association. Sometimes you can get student or in-transition discounts. Don't be afraid to ask. These are the people you want to network with since they could be your future manager or colleague."

## **9. Clean up your résumé**

Remove irrelevant experience from your résumé. While the summer sophomore year that you spent scooping ice cream may have been the best time of your life, it doesn't really apply to a career in finance. Pick and choose your relevant experience, and tailor it to the job you're applying for.

## **10. Get your references ready**

Prepare your list of references before the interview. Once you have confirmed your two to three references, create a simple document that lists all the relevant information the employer would need to know about them -- name, title, contact information, etc. Bring this document with you to all your interviews, so this way, if the hiring manager asks you for your references, you'll be prepared and look organized.

## **11. Stay organized**

Create a master list for all the jobs you apply for. The key to a successful job search is organization. To do this, create an Excel spreadsheet that contains a row for each job you apply for, and include these columns: the date you applied; the company; the contact; the position for which you applied; how you applied; if, when and with whom you interviewed; when you should next follow up or what your next steps are; and the current status of the application. Creating this document should only take a few minutes, and updating it as you proactively apply for jobs should only take a few seconds.

## **12. Proofread your materials**

Read your LinkedIn profile, résumé and other job-search materials backward. That's right -- read from the last sentence to the first sentence. This editing technique forces you to examine each sentence separately and keeps you from skipping over mistakes because you know what you meant to say next. By reading your materials backward, you can avoid those common typos and errors that plague all of us when our brains go faster than our typing skills.