

# Job Search Workbook

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*10 Steps to Take to Find a Job*

*FANSHAWE COLLEGE*

FANSHAWE COLLEGE  
LONDON



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# Contents

About This Resource	vi
<u><a href="#">Introduction: 10 Steps to Take to Find a Job</a></u>	
Step 1: Timing	3
Step 2: Understanding	4
Step 3: Preparing	5
Step 4: Managing	6
Step 5: Connecting	7
Step 6: Identifying	8
Step 7: Contacting	9
Step 8: Online Searching	10
Step 9: Applying	11
Step 10: Following Up	12
What's Next?	13
Version History	15

# About This Resource

This open resource has been compiled and edited by Employment and Student Entrepreneurial Services in partnership with the [OER Design Studio](#) and the [Library Learning Commons](#) at Fanshawe College in London, Ontario.

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# INTRODUCTION: 10 STEPS TO TAKE TO FIND A JOB

## Job Search Workbook

This workbook contains the following 10 steps to help you move forward with your job search:

- [Step 1: Timing](#)
- [Step 2: Understanding](#)
- [Step 3: Preparing](#)
- [Step 4: Managing](#)
- [Step 5: Connecting](#)
- [Step 6: Identifying](#)
- [Step 7: Contacting](#)
- [Step 8: Online Searching](#)
- [Step 9: Applying](#)
- [Step 10: Following Up](#)





# Step 1: Timing

## I Will Give Myself A Lot Of Time

- I am hoping to secure/start a job by: \_\_\_\_\_
- If I work backward in my calendar 4-5 months (or 4-8 weeks\*), I need to start actively searching by: \_\_\_\_\_

**\*Note:** the 4-5 month window is referring to the length of time it takes to find a job after graduation specifically.

For part-time and/or co-op jobs it may not take as long but allow yourself at least 4-8 weeks. If you need to find a job immediately, the focus of your spare time should be on the job search activities in this workbook including meeting with your Career Services Consultant.



# Step 2: Understanding

## I must understand what I'm looking for and what I have to offer

Having answers to these questions provides a focus to your job search and helps when you are tailoring your applications for specific jobs/companies:

- What do I have to offer a potential employer (my skills, education, experience etc.)?
- What type of job am I looking for (specific field/industry, part/full time, graduate, geographic area etc.)?
- What is important to me in a job? (the business environment, values, job tasks, services/products sold etc.)



If you don't have an answer to these questions you may want to consider making an appointment with your Career Services Consultant. They will help you to explore career possibilities related to your interests, strengths, personality, values etc., and/or the type of jobs, companies, and industries you are qualified to work in.

# Step 3: Preparing

I will prepare all self-marketing materials before I start applying

I have finalized the following materials (including asking another person to review and edit each one):

- Resume (**mandatory**)
- Cover Letter (**mandatory**)
- References (**mandatory**)
- LinkedIn Profile
- Professional, privatized social media
- Portfolio, if necessary



If you have not finalized the above materials, you may want to consider attending a workshop or connecting with your Career Services Consultant. Materials should be finalized before moving forward with the next step in your job search.

# Step 4: Managing

**I will effectively manage my time during my job search and will record my activities**

**Part 1:** I will plan how I will spend my time searching for a job so I can be sure to focus enough attention on the most effective methods.

**Part 2:** I will record all of my job search activities in one place. This is called a job search record. E.g. excel spreadsheet, calendar etc. that includes position title applied for, company, date, contact info, when to follow up.

# Step 5: Connecting

**I will make a list of connections I already have (*warm contacts*), and then research them**

Take a minute and write down the names of people you already know who are connected somehow to the jobs, industries or companies you are interested in. These are your **warm contacts**.

Warm contacts I already have:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Before reaching out to connect with your warm contacts, be sure to research their educational and career paths so you are well prepared for your conversation.** If any of the companies they work for are of interest to you, research the companies as well e.g. mission statement, customer base, company culture etc.

**Before you move on to [Step 6](#), add your research to your job search record.**



# Step 6: Identifying

I will identify new people and companies to apply to (*cold contacts*) by researching potential employers and people working in the types of jobs I am interested in

Research the specific details about your ***cold contacts*** in the same way you did for your warm contacts in step 5. Add this information to your job search record.

**3 new places I can search for cold contacts:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**3 companies I am interested in learning more about:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Reminder!** Don't forget to complete your [LinkedIn](#) profile before you start researching people and companies – you don't want a new contact's first impression of your profile to be less than ideal.

We strongly recommend attending our LinkedIn workshop or completing LinkedIn Learning modules.



# Step 7: Contacting

I will take the initiative and contact the people and companies I identified and researched in steps 5 and 6.

**Part 1:** The top 1-3 people and/or companies I will connect with as soon as possible are (warm or cold contacts):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Remember,** before you reach out to connect with anyone, understand your purpose for contact. For example, are you:

- Looking for a name to address application to?
- Asking for informational interview?
- Inquiring about job opportunities?

**Part 2:** Fill in the blanks in the template below, so you can be prepared when reaching out to contacts.

Good Afternoon \_\_\_\_\_. My name is \_\_\_\_\_, and I am a second year \_\_\_\_\_ *(name of program)* student at Fanshawe College. I have been researching companies in \_\_\_\_\_ industry and came across your website. I am \_\_\_\_\_ *(impressed/interested/your choice of verb)* by \_\_\_\_\_ *(something you've discovered in your research about the company)*. *(Here is where you insert your purpose for contacting)* \_\_\_\_\_

**Connect with your Career Services Consultant if you would like help** preparing or practicing what you will say before contacting anyone.



# Step 8: Online Searching

I will only spend 20% of my time looking at online job boards

In preparation for my job search, I will identify job boards that are most relevant for my industry.

**Job boards I find most helpful:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



# Step 9: Applying

**I will apply exactly how the employer has requested and ON TIME**

When you start applying for jobs and using your Job Search Record, write down the date you contacted each person/company or applied for a job. This will help you when it comes time to follow-up ([see step 10](#)).

# Step 10: Following Up

I will follow-up on EVERY interaction I have during my job search

Use the follow-up column on your job search record to track when each follow-up needs to be done. Follow-up typically occurs approximately 5-7 business days after the application deadline or the date submitted if there was no job posting. This also applies to follow-up after sending an email or leaving a voice message. Make sure to mark down when the follow-up is complete.



**Reminder!** It's very important to follow all application instructions. If a job posting states that the company does not wish to be contacted regarding the application procedure, then you **must** respect this and not contact that employer for follow-up.

# What's Next?

## Key Takeaway: Your Action Plan

This workbook, along with your job search record, is your action plan for moving forward in your job search!

Now, **go back to each step and highlight or star what you still need to work on** in order to start applying for jobs. What will you commit to doing to move you closer to your goals?

I commit to completing the following tasks within the next two weeks:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Good luck with your search!** Connect with your Career Services Consultant at any time to share how your job search is going or to get help with any of the steps





# Version History

This page provides a record of edits and changes made to this book since its initial publication. Whenever edits or updates are made in the text, we provide a record and description of those changes here. If the change is minor, the version number increases by 0.1. If the edits involve a number of changes, the version number increases to the next full number.

The files posted alongside this book always reflect the most recent version.

Version	Date	Change	Affected Web Page
1.01	13 March 2023	Minor word changes to convert resource to a standalone guide without attending a workshop. Subtitle changed to "10 Steps to Take to Find a Job."	All pages
1.0	20 October 2021	First publication	N/A