

Avoid the biggest mistake in recession job hunting

The biggest mistake in job hunting and career management is *doing nothing*. Especially in a down economy, you must take action every day on behalf of your job search. Momentum and persistence are crucial.

As you read through the actions on this and other worksheets, ask yourself, “How many of these actions am I actually doing on a daily basis?”

Take a few moments now and write down some actions you can take every day to move yourself closer to landing a great job.

Examples:

- > *Call one person I know and ask for advice about job hunting or a referral to a successful person who might be able to offer some advice or job lead.*
- > *Read one online job hunting advice article.*
- > *Browse 10 profiles on LinkedIn.com to get ideas for new companies or job titles to research.*
- > *Review one website of a company where you are interested in working.*

Get really organized

Here is a checklist of what you need to have so that you’re prepared at any moment to jump on a great job lead:

- appointment with Career Services to review resume, mock interview and receive free career coaching
- career notebook to keep track of all your job search notes
- professional email address, e.g., firstname.lastname@gmail.com
- professional voicemail message for any phone number listed on your resume
- business cards with your name, phone number and email address
(if you’d like, you can include your university and/or major, but that is not required — a good resource for free and low-cost business cards is www.vistaprint.com)
- professional, ironed business suit to wear to job interviews
- copies of your resume printed out on nice paper
- copies of your college transcript
- determine when employers you are interested in will be on campus and put these dates on your calendar
- portfolio or nice folder to hold your resume, references and transcripts when you attend job fairs and interviews

Fail

According to Sven Goran Eriksson, “The greatest barrier to success is the fear of failure.” Often, finding a job requires stepping outside your comfort zone, taking some risks and risking failure. If you’re not occasionally failing, particularly in a recession job market, then you may not be trying hard enough.

Take a few minutes and jot down some career-related “failures” (I’d prefer to call them learning experiences!) you’ve had, big or small, and what you’ve learned from them. The more you can turn negative experiences into positive learning moments, the faster your career will move forward.

“Failure”	What I Learned
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Remember the three unbreakable rules of recession job hunting

Finally, memorize these three “unbreakable rules” of job hunting and career management. Post them above your computer, make them into a wallet card you carry with you everywhere or type them into your computer’s screen saver message. No matter what, don’t forget them!

1. Take action every day

Momentum and persistence matter. Keep moving forward and never give up.

2. Keep building and maintaining your contacts

The bigger your professional and personal network, the more opportunities you’ll be exposed to. Even when you’re settled in a job, always make time to meet and keep in touch with other people.

3. Don’t go it alone

There are so many resources available to support your job search and ongoing career growth. Whenever you need help, don’t hesitate to reach out to your alma mater’s career services office, visit a career advice website or blog, ask a friend or trusted mentor for help or read a helpful guidebook such as Lindsey Pollak’s *Getting from College to Career: 90 Things to Do Before You Join the Real World*.

Have more questions about your job search?

*Visit our blog on [pwc.tv](#) where you can post your career question and receive an answer from Lindsey Pollak, career development specialist and author of *Getting from College to Career: 90 Things to Do Before You Join the Real World*.*