Stay organized!

Find a way to organize your contacts, what emails you send, what jobs you apply for and any correspondence you complete. It’s not uncommon to want to re-connect with employers, and sometimes you may be screened out of a job application process, but employers don’t always hire the first candidates they interview due to several issues. It happens a lot.

Be sure you see the other resources on the Career Services web site regarding job search, networking and informational interviewing. These can make all the difference in your job search success.

Job Search Organizer

We recommend that you create a Word or Excel file or sign up for an online job search organizer. Here is a sample of what you might do to keep organized.

<table>
<thead>
<tr>
<th>Company</th>
<th>manager</th>
<th>phone</th>
<th>email</th>
<th>Position</th>
<th>Date applied or contacted</th>
<th>Job requirements</th>
<th>Follow-up date</th>
<th>Referred by</th>
<th>action</th>
<th>Contacts</th>
<th>Organization Job Website/</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC corp</td>
<td>Sally Smith</td>
<td>503 7654321</td>
<td></td>
<td>Customer service</td>
<td>10/22 Weekend hours</td>
<td>11/5</td>
<td>JobCat</td>
<td>Interview pending</td>
<td>Abc.com/HR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nike</td>
<td>Phil Night</td>
<td>503 1234567</td>
<td><a href="mailto:philnight@nike.com">philnight@nike.com</a></td>
<td>Footological Analyst</td>
<td>11/24 feetology</td>
<td>12/3</td>
<td>Coach Smith</td>
<td>No response yet</td>
<td>Nike.com/hr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State of Oregon</td>
<td>Joe Doe</td>
<td>503 3217654</td>
<td></td>
<td>BA pref. Childcare experience</td>
<td>Prof. Smith</td>
<td>Please call</td>
<td>Oegon.gov</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith Inc.</td>
<td><a href="mailto:Jones@smith.com">Jones@smith.com</a></td>
<td>Sent email</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Smith.org</td>
</tr>
</tbody>
</table>

Then create a separate document where you can paste-in the actual job description. For example see the job description below with the personal note about follow-up. Step 1, you make a job search organizer to keep track of everything you did and 2, make a separate file of each job and followup effort you did so you can keep good records.

If you want to get serious about organizing your job search there are free and low-cost tools to help. [http://savvy-seeker.blogspot.com/2006/08/online-tools-for-organizing-your-job.html](http://savvy-seeker.blogspot.com/2006/08/online-tools-for-organizing-your-job.html)
Position Title: Marketing Communications

Full Time or Part Time: Full Time

Position Summary Information

The Smith company seeks candidates for the full-time position of Marketing Communications in the office of Marketing Communications.

Job Description Summary

This is a full-time administrative position. Salary range is $xx-$xxK per year depending on experience. Smith offers an attractive benefits package including life, health, and disability insurance.

The duties and responsibilities of this position include:

- Develops, in coordination with the director, marketing communications strategy, key messages and tactics, and makes recommendations to best serve Smith Company needs.
- Facilitates communication needs of clients; develops ideas and suggests modifications to existing ideas.
- Exhibits leadership, initiative and creativity in execution of individual projects and building partnerships with team members, distributed communicators and internal units to support integrated communications efforts.
- Provides support to state, regional and national media outlets.
- Performs other duties as assigned.

Required Qualifications

- Bachelor’s degree in Writing, English, Journalism, Communications, or closely related field AND three (3) years of professional writing and editing experience.
- Demonstrated success in professional writing, editing and proofreading; experience aligning visual and written content.
- Knowledge of the methods and techniques used in planning and writing for a variety of print and digital communications, including in-depth feature stories. Thorough knowledge of grammar, spelling, punctuation, composition, style and usage, and MS Word and AP Style.

Preferred Qualifications

- Knowledge of and skills in principles of marketing and communications. Experience in using Internet applications and social media tools to tell stories and build relationships. Demonstrated interest in keeping abreast of new technologies. Skills and experience in planning and implementing communications programs.

Posting Detail Information

- Open Date: 07/21/xxxx
- Close Date: 08/12/xxxx
- Open Until Filled
- Please send a resume, cover letter, and complete the Smith Company Application form by 8/12/xxxx Forms found on webpage: www.smith/hr/application

*Note to self: this job was referred to me by uncle Larry who knows the hiring manager, Mr. Smith from his work at Habitat for Humanity. Mr. Smith golfs each week and lives in NE Salem. Son goes to North High School and has coach Jones, like I did. I sent an email on 11/7 introducing myself and will follow up if I don’t hear from him in 2 weeks. Email attached below.*