

Online Search Process

- Create separate email for online search
- Set up keyword searches in [Indeed.com](#), [LinkedIn](#) and any specific field search engines
- Set aside 2 Pomodoro (50 minutes) to read through the weeks emails
- PDF job specs for which you have 60-75% of the qualifications
- At the end of the 50 minutes, rank order the job specs
- Set aside 2 Pomodoro for each application
- Add the position to your spreadsheet noting the application close date
- Develop the cover letter
- Review the resume to tailor summary or competencies
- Check [LinkedIn](#) for any contacts
- Reach out to contacts to set up time to speak or meet in person (keeping an eye on close date)
- Submit the application