

# JOB HUNTING STRATEGY



**1. STEP: IDEAL JOB DESCRIPTION**

Where do I really want to work?  
What do I want to do?

**2. STEP: S FROM "SWOT" (STRENGTHS)**

What makes me stand out?  
What makes me unique on the job market?

**3. STEP: ADAPT YOUR PROFILE / CV**

What is important to those who will be reading my application / profile?  
Do I need another language version? How's my cover email?

**4. STEP: APPLICATION =**

Who should I send my CV to?  
How many CVs do I have to send?

**GENERATING JOB OFFERS**



**TIPS**

Treat the job hunting process like a project:  
establish a time line and milestones.  
Track your progress! Here's an example. Ask your Career Angel to give you access to it!

**STATS** (OF ACCEPTED JOB OFFERS BASED ON CLIENT DATA)

2012	2013	2014	2015	
54%	79%	48%	50%	Speculative Introduction
28%	14%	26%	20%	Networking
18%	7%	26%	30%	Executive Search Firms

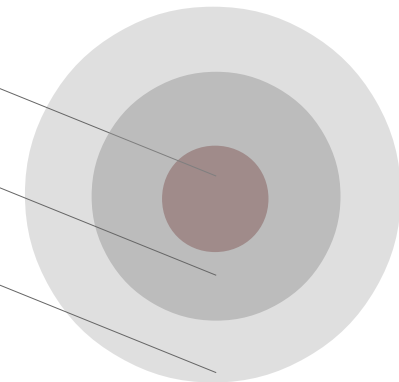
Company	Website	First name	Last name	Position	E-mail Address	Link to profile	Contact History

**Complexity (& duration) of a job hunting process**

**Standard:** you are looking for a job in line with your experience, competences & interests

**Medium:** you are looking for a job in line with your competences, outside your key industry

**Difficult:** you are looking for a job that is outside your core experience and industry. It is possible, but requires planning



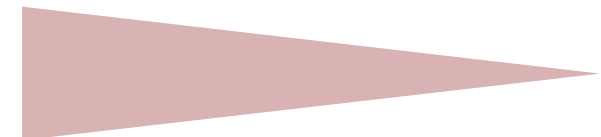
**Online Presence Key Support Role**

Most people who will receive an application from you will google you and check your e.g. LinkedIn – right away or before the interview. What will they find? Are your CV and profile coherent? Is it professional? Does it have mistakes? Is the picture appropriate?

**Will you get a second chance for a first impression?**

**Generating Job Offers Statistics**

**Standard:** Every 30/60/90 applications (perfect CV, well-written cover email, right decision maker) should generate a response rate of 50% out of which 50% of the answers will probably be negative, the other 50% (rather) positive. You should receive 2-3 interview invitations per every 30 contacts and, assuming that you've well-prepared, ideally 1-2 job offers.



**Medium & Difficult:**

Talk to your Career Angel to evaluate your chances and discuss how you'd have to modify the numbers to generate job offers. Big changes will require more patience and persistence. Be prepared!