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How to search job? Many people have this question in the back of their mind while searching jobs. The answer to this question are many like attend walk in interviews, forward resumes to relevant companies, post resumes on job portals, do follow application made few days ago. Use recent version of resume while applying for jobs. Customize your resume and cover letter according to job requirements before forwarding it. Check out the feedback for jobs you have applied. Letâ€™s discuss some tips to organize job search effectively.

Firstly prepare a chart or calendar to keep track of appointments. Note all important details in the calendar like date of interview, when did you forward application/ resume, and when to follow. Maintain calendar either in notebook or some task management software in computer whichever is convenient. Be in touch with contact personnel of the companies you have applied for. Keep track of contact details of such persons like their name, contact number, when did you spoke last, etc. Use address book or notebook to maintain contact information.

Prepare a file or folder in computer to maintain database of job search materials. The folder may include details like resumes sent to different companies, feedback from the companies, copies of email you send and received from companies, etc. Create sub folders for different companies and provide distinct names to all the files. This will help to search items quickly. Maintain the list of web portals where you search jobs or post resumes regularly.

Some time it may be difficult to check out search database if it is maintained in a book or file kept at home. At such times prefer storing data in notebook, mobile, laptop, or email the file on your email id so that it can be easily referred when necessary. Donâ€™t just maintain data but frequently follow-up. Stick a calendar on the back of door as reminder for some important tasks like people to talk, deadlines of interviews, etc. No matter whichever method you chose to maintain your job search database follow your do list frequently. Make sure that database is in front of you all the time so youâ€™re your attention should not divert from it.

Job portals provide personal account to the user where the job search database is maintained. Use this database for you reference. Web portals provide list of job offers, save the suitable job offers in your database and post resume to the relevant companies. View your account regularly on job portals to check out the companies you applied for, job offers, feedback from companies, etc. For more details visit http://www.jobscareer.biz

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Rohit Irabatti is the author of this article. He has been demonstrating his writing skills by writing the articles for B2B marketplace reports from last two years. He also has a keen interest in writing stuff for Company profile related topics. He has written various articles on a Tips for Organize a Job.

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