

# Your Job Search Schedule

Congratulations. You have just accepted a full-time job. Full-time job search that is. Do not conduct your job search with anything less than a full-time effort. Without full-time commitment, you increase the amount of time you will be without work-which decreases your attractiveness in the job market.

## Following is a sample work schedule:

- **7:30 a.m.** - Early morning callbacks to contacts you were unable to reach the previous day.
- **8:30 a.m.** - Off to the library or placement office to do further research and write follow-up letters from the day before.
- **12:30 p.m.** - Hit the telephone all afternoon. Do not stop until you have contacted every potential employer and every potential contact.
- **4:30 p.m.** - Send same day follow-up letters to the most promising contacts of the day.
- **5:30 p.m.** - One last attempt to reach all those unable to be reached during the day.

In looking at the above, there is one major activity missing: interviewing. When you start receiving interviews, you will know that your new job is within reach.

**Have Questions?**  
Contact the Career Services Office at:  
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