Looking for a job can be a stressful time in your life. You will be working hard to write resumes and cover letters, contact employers and apply to new positions. You may also be doing this at a time when you are trying to complete course work at Franklin Pierce and preparing to say good bye to faculty and friends on campus. Keeping everything in balance is certainly no easy task and the process can be made more stressful in today’s competitive job market. While there is no one right approach to keeping your stress level in check, we do have some suggestions that may be useful.

Some tips for helping to manage the job search process and your stress:

**Start Early.** Begin your job or graduate school search early. An average job search can take 6 to 9 months.

**Get organized.** Develop a system that works for you to keep track of the jobs or schools you applied to, contacts you have made and material you have sent. Consider a spreadsheet or binder.

**Set realistic expectations.** Apply for jobs that match your interests and skill set. Look at positions that match your education and experience.

**Be flexible.** Have a plan, but remain open to a wide variety of jobs and locations.

**Take one thing at a time.** Prioritize your responsibilities. Break down your search into manageable steps.

**Stay focused.** Treat your job search as a full time job and work on it every day in some way.

**Keep building your skills and your resume.** Consider volunteer work in your field. Take a class. Write a blog. Join professional organizations in your field. Keep doing.

**Network.** Keep in touch with classmates, co-workers, faculty and supervisors and ask them to share ideas and resources. Reach out to family and friends who can both recommend you for open positions in their place of work. Join the Franklin Pierce Alumni-Student networking group on Linkedin. Surround yourself with family and friends that can offer support and objective advice.

**Take care of your health.** Exercise daily. Eat healthy. Get plenty of sleep.

**Make time for fun.** Balance your job search and other responsibilities with time for relaxing activities.

**Work with Career Services.** We are available to support you in your job search now and after graduation.

For assistance contact Career Services:
Rosemary Nichols, Director, nicholrm@franklinpierce.edu or 603-899-4045
Ann Goodrich-Bazan, Assistant Director, goodricha@franklinpierce.edu or 603-899-1160