

Job Hunt Shopping List

MATERIALS SHOPPING LIST

- At least 20 file folders
- Removable file folder labels
- Package of notebook paper

REFERENCE FOLDERS

Create reference folders for these major categories. Also create subfolders as necessary. Create physical folders, subfolders in an online **JobHunt** folder, and folders in your email program. Use the same names for all of them.

1. Industry reference (e.g. Industry – Real Estate, Industry – Construction)
2. Geographic reference (e.g. Geography – Atlanta, Geography – Oregon)
3. Job function (e.g. Job – Account Manager, Job – Medical Records Assistant)
4. Company (e.g. Company – Proctor & Gamble, Company – Wal•Mart)

Further reading resources:

- See the episode <http://getitdone.quickanddirtytips.com/getitdone-filing.aspx> for information.
- Also see <http://getitdone.quickanddirtytips.com/coordinating-online-and-offline-files.aspx>.

PROCESS FOLDERS

1. Contacts
2. Opportunities
3. Applications
4. Interviews
5. Offers
6. Negotiation

Further reading

- <http://getitdone.quickanddirtytips.com/track-processes-with-file-folders.aspx> for information.