

JOB SEARCH TOOLS

Templates, trackers and useful tools
to help you stay organised and confident
in your job search.

SMALL STEPS • BIG OPPORTUNITIES

A practical little workbook to help you plan, apply, follow up and keep going — without letting your job search become overwhelming.

Plan. Search. Apply. Keep going. ■

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Practical tools for a more organised and focused job search.

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A LITTLE REMINDER

You don't have to apply everywhere. A focused search can be more useful than sending applications without a plan.

Progress over perfection. ■

01 — JOB SEARCH PLANNER

Start here. Give your search a little direction before you start sending applications.

My target role / field	
My preferred location(s)	
Type of work (On-site / Hybrid / Remote)	
My salary / package target (optional)	
My top 3 priorities	
My weekly application goal	

MY SEARCH PLAN

■	Update my CV / resume and LinkedIn profile.
■	Create or update a simple cover letter template.
■	Choose the job boards and company career pages I will use.
■	Set aside specific time for applications each week.
■	Keep track of applications and follow-ups.

■ QUICK TIP

Choose a few roles that genuinely fit instead of applying randomly. Relevance usually makes it easier to tailor your application.

02 — APPLICATIONS TRACKER

Keep your applications in one place so you know what you applied for and what happens next.

Date Applied	Job Title	Company	Method	Status	Next Step

STATUS IDEAS

Saved • Preparing • Applied • Interview • Follow-up • Offer • Closed / Rejected

■ *Stay consistent. Progress adds up.*

03 — JOB SEARCH TEMPLATE

Use this page when you want to research and compare a job opportunity before applying.

Job Title	
Company	
Location (On-site / Hybrid / Remote)	
Job Link	
Key Responsibilities	
Required Skills / Qualifications	
What Attracts Me To This Role?	
Potential Challenges	
Notes	

■ QUICK TIP

Take a few minutes to research the company — their values, culture and recent news. It can help you tailor your application.

04 — INTERVIEW TRACKER

Keep your upcoming interviews, preparation notes and follow-ups organised.

Company	
Job Title	
Interview Date & Time	
Interview Type (Phone / Video / In-person)	
Contact Person	
Preparation Notes	
Questions to Ask	
Follow-Up Date	
Outcome / Next Steps	

■ REMEMBER

Preparation builds confidence. You don't need perfect answers — you need to understand your experience and communicate it clearly.

05 — USEFUL CAREER TOOLS

A few categories of tools that can make your job search easier.

■	Job Boards LinkedIn, Indeed, Glassdoor, Bayt, Naukrigulf and other relevant job portals.
■	Company Career Pages Check the official career pages of companies you're interested in.
■	CV & Cover Letter Tools Use templates, writing tools and examples to improve clarity and presentation.
■	Skill Development Courses, certifications, webinars and practical projects can strengthen your profile.
■	Networking Professional communities, industry events, alumni groups and thoughtful LinkedIn connections.
■	Career Advice Use trusted career articles, interview guides and professional communities for ideas.

■ EXPLORE & FIND WHAT WORKS FOR YOU

There is no single right way to find a job. Use the tools that fit your goals, industry and situation.

06 — JOB SEARCH CHECKLIST

Use this checklist to stay on track and make steady progress.

■	Update my CV / resume.
■	Prepare a tailored cover letter when needed.
■	Set my job search goals.
■	Research companies and roles.
■	Apply to relevant positions.
■	Track my applications.
■	Prepare for interviews.
■	Follow up after interviews.
■	Keep learning and developing my skills.
■	Expand my professional network.
■	Take care of my well-being.
■	Celebrate small wins.

■ REMINDER

Job searching can be a process, but every step counts. Be kind to yourself along the way.

07 — NOTES & REFLECTIONS

Use these pages whenever you need to think, plan or reset your approach.

WHAT IS WORKING IN MY JOB SEARCH?

WHAT WOULD I LIKE TO CHANGE?

WHO OR WHAT COULD HELP ME NEXT?

MY NEXT THREE STEPS

1. _____
2. _____
3. _____

You don't need to do everything today. Just decide what comes next. ■