Landing that job or internship can be a numbers game. You’ll want to take an organized approach to keep track of all the details—here’s how.

It’s a good job search strategy to identify and apply for as many relevant opportunities as you can. The reason? Pretty obvious—the more you can apply for, the better your chances of getting an interview. And the experience of pursuing multiple opportunities builds valuable research, project management, application and interviewing skills. Not a bad thing!

It's a process

Identifying opportunities, assembling your materials and submitting your applications is a process that takes time, and requires an organized, step-by-step approach.

[1] DO YOUR RESEARCH
Search the web for opportunities. Use this as a chance to become informed on typical titles, common keywords, requirements and desired skills.

[2] CONNECT
Reach out and network with people and professionals who can provide insights on career paths and opportunities in your area—or areas—of interest.

[3] TAILOR YOUR DOCUMENTS
Create and customize your application documents for each position. Highlight the mix of skills, experience and passions that make you, you.

[4] APPLY
Apply to any and all opportunities that appeal to you. Managing multiple applications and positions is a challenge—stay organized!
Developing a spreadsheet is a great way to manage the process and track progress. Here’s an example:

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<tr>
<th><strong>Interest Level</strong></th>
<th><strong>Job Title</strong></th>
<th><strong>Employer</strong></th>
<th><strong>Posting Date</strong></th>
<th><strong>Deadline</strong></th>
<th><strong>Status</strong></th>
<th><strong>Link</strong></th>
<th><strong>Type of Role</strong></th>
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**Deadline**
Most job postings have a rolling deadline, so it’s to your benefit to apply sooner rather than later!

**Status**
In this area, you can track date submitted as well as any progress towards an offer.

**Posting Date**
Jobs that have been posted for a long time have a higher chance of closing or being already filled, so this date will help you decide which applications to work on first.

**Link**
While you might find a role on a jobs platform, when possible, it’s a good idea to apply on the employer’s website.

**Type of Role**
Label the type of role (example: “nonprofit social media”—or “museum PR”) so you can quickly identity similar roles and use the related documents as a template.