



Searching for a Job While You Still have One

There are advantages to searching for a job while you're currently employed, namely that you have an income, but it also looks good when your resume is free from **employment gaps**. The only disadvantage is that you don't have the time to dedicate solely to job searching that those without jobs do. If you're balancing a job while trying to search for another, read on.

Don't Mix Work and Job Search Time

You shouldn't use work time for job search time for many reasons, the biggest one being that it really isn't professional. But professionalism aside, **job searching**, or writing resumes at work is a good way to quickly find yourself on the unemployment side of the spectrum. What employer wants to pay their employees to search for a new job?

Dedicate Time Outside of Work

Because you do need time to send out applications and such, dedicate a specified time each day after work to doing so. This way you won't be tempted to do it at work, but you'll also be more productive at job searching, even after a long day on the job.

Save up Vacation Time

If you're searching for a **new job**, you'll need to be able to get out of work at your current job to go on job interviews. Regardless if your current employer knows that you're searching or not, you need to be able to leave work, so it's best to save up your vacation and other paid time off now. This way when interviews start getting scheduled, you can go to them without affecting your current job.

Keep Working!

Above all else, keep working hard at your current job! One of the biggest mistakes job searchers make is burning bridges with their current job thinking that they have a back-up plan in the wings. You never know what the future may hold, but it's always possible that somewhere down the line a negative work history may come back to haunt you, so work hard, and finish off on a good note with your current job.