

Job Search Game Plan

STEPS TO TAKE:	START	FINISH
<input type="checkbox"/> Create and Complete LinkedIn Profile		
<input type="checkbox"/> Clarify Target Job Market		
<input type="checkbox"/> Prepare Resume/Portfolio		
<input type="checkbox"/> Have Resume Critiqued		
<input type="checkbox"/> Identify 3 Professional References		
<input type="checkbox"/> Prepare for Interviews (Mock Interviews)		
<input type="checkbox"/> Research Potential Employers and Positions		
<input type="checkbox"/> Prepare Cover Letters		
<input type="checkbox"/> Send Resumes and Applications		
<input type="checkbox"/> Follow-up on Application With Employer		
<input type="checkbox"/> Schedule and Attend Interviews		
<input type="checkbox"/> Send "Thank You" Notes		

PLAN A JOB SEARCH SCHEDULE: This schedule should be specific, with realistic goals for each week. This allows your progress to be measured, and helps motivate your job search as you are able to see your progress.

Job search schedule for the week of: _____

DAY	TIME	TASKS	COMPLETED
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			

KEEP TRACK OF YOUR JOB LEADS:

Employer Name: _____

Contact Name/Title: _____

Contact Email/Phone: _____

Source of Lead: _____

Employer Name: _____

Contact Name/Title: _____

Contact Email/Phone: _____

Source of Lead: _____

Employer Name: _____

Contact Name/Title: _____

Contact Email/Phone: _____

Source of Lead: _____



KEEP TRACK OF YOUR APPLICATIONS:

Name/Type of Company: _____

Target Position(s): _____

Date position is available/deadline: _____

Position Location(s): _____

Method/Date of Application: _____

Notes:

DATE DONE	ACTIVITY LOG	NOTES
	Research organization	
	Identify appropriate contact person	
	Initiate contact method (phone, email, etc.):	
	Write cover letter	
	Send resume follow-up call/ email	
	Identify other possible contact(s)	
	Arrange date for visit / interview	
	Send thank you note	