

PLAN A JOB SEARCH SCHEDULE: KL VVFKHG Ø HVKR Ø GEHVSHFLILFZWKUHDOLVWLFJRDOVIRU
Ø HN KLVDORØ R MSURJUHVVWREHPHDV Ø HGDQKHOSVPRWLYDWHR Ø MREVHDUFKDVR Ø UHDEOHWRV
R MSURJUHVV

-REVHDUFKVFKHG Ø HIRUWKH Ø HNRI _____

[Redacted Header]			
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	

