Job Search Action Plan

My Tasks

☐ Set goals
☐ Set objectives
☐ Set time-lines/calendar
☐ Do Research
☐ Check Information Resources
  • Library
  • Job Search Books
  • Career Center Library
  • Websites
  • Government Agencies
  • Business Publications
  • Yellow Pages
  • Professional/Community Organizations/Meetings
☐ Network
  • with professionals of interest
  • Family/Friends
  • Professors
  • Employers in industry of interest
☐ Write/Revise Resume
☐ Write Revise Cover Letters
☐ Search for Openings
  • Want Ads
  • Internet job postings
  • State/Federal Employment Agencies
  • 3rd Party Agencies
  • Personnel Departments
☐ Set-up phone call times
☐ Make telephone calls
  • Initial
  • Follow-up
☐ Set-up Informational Interviews
☐ Schedule Attendance at Professional/Community Organization Meetings
☐ Practice Interview Skills
☐ Prepare for Interview
☐ Write Thank You Letters or Emails

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