



Job Search Action Plan

1. Schedule 20 minutes per day for job search
2. Create spreadsheet to track results. Update weekly. Include tabs:
 - All about me
 - potential jobs
 - opportunities applied to
 - contacts

WEEK	TASKS	TOOLS	STATUS
One	Identify potential jobs	Connect your major to careers: http://bit.ly/1QGBhsm Occupational Outlook Handbook: www.bls.gov/oco	
Two	Create your marketing materials: <ul style="list-style-type: none">• Revise resume• Create template cover letter• Update social media profiles• Create list of contacts	Resume template: http://bit.ly/21WJtfg Cover letter template: http://bit.ly/21hviiJ Linked in checklist: http://bit.ly/1R0ROXj	
Three	Start applying for jobs online. Within 24 hours of the posting	<ul style="list-style-type: none">• Monster• Indeed• Simply hired• Career Link: https://regiscollege-csm.symplicity.com/ <i>(Sign in; do not create an account. As a student you already have an account. Use the passwords you use to access moodle.)</i>	
Four	Start reaching out to		

	your contacts: ask for IDEAS and SUGGESTIONS only.		
Five	Prepare for interviews. Practice, practice, practice.	Interview prep checklist: http://bit.ly/1R3vRNB Interview FAQ: http://bit.ly/1RP5XtY	
Six	Expand your networking to include networking meetings as well as non- professional contacts	Networking tool: http://bit.ly/24MumaE	
Seven	Reevaluate your progress. Make any necessary changes		
Eight	Reach the finish line or repeat the above steps.		