**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

<table>
<thead>
<tr>
<th>WEEK</th>
<th>TASKS</th>
<th>TOOLS</th>
<th>STATUS</th>
</tr>
</thead>
</table>
| One  | Identify potential jobs | **Connect your major to careers:** [http://bit.ly/1QGBhsm](http://bit.ly/1QGBhsm)  
**Occupational Outlook Handbook:** [www.bls.gov/oco](http://www.bls.gov/oco) | |
| Two  | Create your marketing materials:  
- Revise resume  
- Create template cover letter  
- Update social media profiles  
**Linked in checklist:** [http://bit.ly/1R0ROXj](http://bit.ly/1R0ROXj) | |
| Three| Start applying for jobs online. Within 24 hours of the posting | **Monster**  
**Indeed**  
**Simply hired**  
**Career Link:** [https://regiscollege-csm.symplicity.com/](https://regiscollege-csm.symplicity.com/)  
*(Sign in; do not create ab account. As a student you already have an account. Use the passwords you use to access moodle.)* | |
| Four | Start reaching out to | | |
|------------|-------------------------------------------------------|---------------------------------------------------------------------|
| Seven      | Reevaluate your progress. Make any necessary changes |                                                     |
| Eight      | Reach the finish line or repeat the above steps. |                                                     |