



## Job Search Schedule

**Directions:** Plan your job search. Consider including items from the list below.

- Contact your local CareerForce Center
- Search for jobs on the internet
- Attend a job club
- Research employers you are interested in
- Read job postings in newspapers like Employment Guide, JobDig or Star Tribune
- Make new contacts (phone or in-person)
- Attend job search or related trainings
- Update your resume
- Write your cover letter
- Attend a job fair
- Follow-up on job leads
- Fill out \_\_\_ number of applications
- Follow-up with employer after interview
- Attend job interview
- Practice interview questions
- Ask permission to use employment references
- Reach out to your network
- Attend professional organization meetings

WEEK 1	TODAY I WILL:	CHECK WHEN DONE
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

WEEK 2	TODAY I WILL:	CHECK WHEN DONE
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

*Continued on next page*



## Job Search Schedule (Continued)

WEEK 3	TODAY I WILL:	CHECK WHEN DONE
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

  

WEEK 4	TODAY I WILL:	CHECK WHEN DONE
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

  

WEEK 5	TODAY I WILL:	CHECK WHEN DONE
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

USE THE SHARE BUTTON ON THE RIGHT TO EMAIL YOUR ANSWERS TO YOUR TEACHER OR CAREER COUNSELOR.

