

SAMPLE JOB SEARCH ACTION PLAN

GOALS	STEPS/TASKS	ESTIMATED TIME TO COMPLETE	DUE DATE
Goal 1: Update resume	Make changes to resume	1 hour	11/14
	Bring into Career Services for review	1 hour	Week of 11/17
	Make more changes	1 hour	Week of 11/17
	Tailor to companies of interest	1 hour	11/24
Goal 2: Apply to 5-7 jobs in the field	Create a College Central Network account	10 minutes	11/24
	Search online databases for positions	1-3 hours	11/24
	Find specific organizations of interest	1-2 hours	11/25
	Create a tailored cover letter	30 minutes – 1 hour	11/26
	Have Career Services review cover letter via e-mail	1-2 days	11/26-11/27
	Make changes to cover letter	1 hour	11/27
	Send tailored resumes and cover letters to positions	2-3 days	11/28
	Log information in job search log and follow-up as appropriate	30 minutes – 1 hour	11/28, 2 weeks after applying
Goal 3: Build and maintain network	Set up/update LinkedIn account	1-3 hours	12/1
	Search LinkedIn alumni group for contacts	1 hour	12/2
	Make list of current connections	30 minutes	12/2
	Contact Career Services/faculty/site supervisors	15-30 minutes	12/3
	Send e-mails to contacts to update on search/set up meeting	1 hour	12/4
	Reach out to new contacts	1 hour	12/5