



Job Searching Game Plan

Steps to Take

- 1. Create resume
- 2. Have resume critiqued in Career Center
- 3. Identify target job market
- 4. Research potential employers and positions
- 5. Apply to job openings
- 6. Identify 3 professional references
- 7. Prepare cover letters
- 8. Send resumes and complete applications
- 9. Follow-up on application with employer
- 10. Schedule and prepare for interviews
- 11. Attend interviews
- 12. Send "Thank You" notes
- 13. Accept position

Keep Track of Your Applications

Name of Company: _____

Position: _____

Contact: _____

ACTIVITY LOG

Date	Activity	Notes
	Research organization	
	Identify appropriate contact person	
	Initiate contact Method (phone, email, etc...):	
	Write cover or e-letter (as appropriate)	
	Send resume	
	Follow-up call/email	
	Interview	
	Send thank you note	
	Additional follow-up	