

Job Search Schedule

Directions: Plan your job search schedule. Make sure to include the following:

- ☐ Contact your local CareerForce Center
- ☐ Search for jobs on the Internet
- ☐ Attend 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

Monday	Tuesday	Wednesday	Thursday	Friday

Job Search Schedule (continued)

Monday	Tuesday	Wednesday	Thursday	Friday