

ACTION PLAN FOR GETTING A JOB



GOALS:

START DATE:

GOAL PROGRESS:

0%

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100%

ACTION STEPS

Identify the type of job you want

Research companies and
create a list of 20+
opportunities

Create a resume and draft a cover
letter if required

Apply to 5-8 opportunities a week
(or more if needed)

Find appropriate business attire and
practice interviewing

Attend interviews, job fairs,
start networking, and stay
motivated

POSSIBLE OBSTACLES

HOW TO OVERCOME OBSTACLES

