ACTION PLAN FOR GETTING A JOB

GOALS:

START DATE:

GOAL PROGRESS: 0% 100%

ACTION STEPS

POSSIBLE OBSTACLES

Idenitify 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

HOW TO OVERCOME OBSTACLES

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