

My Job Search Activity Goals

Fill out this sheet to plan and achieve your job search goals.

Period: _____ to _____

Activity	Goal (# and date)	Actual (# and date)
Locate and contact a Career Center		
Get to know Career Center personnel and resources		
Attend job search training sessions		
Research employers or go to the library		
Attend support groups/job clubs		
Do online job search		
Read local newspapers		
Read trade journals		
Read other publications		
Network		
Make cold calls (phone/in person)		
Complete/update resume		
Send cover letters/resumes		
Attend job fairs		
Participate in informational interviewing		
Talk to someone every day about my job search		
Attend professional organizations		
Talk to my references and write my reference sheet		
Make follow-up phone calls		
Follow-up on job leads		
Interview with employer		
Send thank you/follow-up letters		
Others		