ACTION PLAN FOR GETTING A JOB

TSC | CAREER SERVICES

GOALS:

START DATE:

GOAL PROGRESS: 0% 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