Job searching can be a full-time job and if you approach it in a structured and organized fashion, you will see results faster than blindly applying to opportunities.

Use this action plan to have a formalized structure paired with Ready 7 steps to aid in your job search.

|  |  |  |
| --- | --- | --- |
| **Action Step** | **Target Date** | **Completed** |
| **Are my branding documents ready?** |  |  |
| Resume |  |  |
|  Have I included new technology proficiencies? |  |  |
|  Added relevant graduate school projects? |  |  |
|  Has my career coach approved all changes? |  |  |
| Cover Letter |  |  |
| LinkedIn Profile |  |  |
|  Made updates to my LinkedIn profile? |  |  |
| Handshake Profile |  |  |
|  Uploaded updated resume to Handshake? |  |  |
| **Sourcing Techniques** |  |  |
| Research company of interests |  |  |
| Connect with alumni at companies of interests |  |  |
| Have I connected with at least 5 alums per day (20/ week)? |  |  |
| Have I applied to at least 5 jobs per day (20/week)? |  |  |
| **Interview Preparation** |  |  |
| Strategy meeting with Career Coach (Interview Prep) |  |  |
| Schedule a mock interview with a Career Coach |  |  |
| Test virtual interview space and technology |  |  |
| Practice with InterviewStream |  |  |
| Write thank-you notes |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Tool Kit** |  |
| [Handshake](http://wfu.joinhandshake.com) | [WakeNetwork](https://wakenetwork.wfu.edu/) | [LinkedIn](http://www.linkedin.com) |
| [CareerShift](https://www.careershift.com/?sc=wfu) | [GoinGlobal](https://online.goinglobal.com/user/login) | [InterviewStream](https://wfu.interviewstream.com/Account/Login?ReturnUrl=%2f) |

\*Use the Job Search Strategy Spreadsheet provided to keep yourself organized