

Job Seeking Activity Goals

Filling out this sheet will help you plan and achieve your job goals.

Period: _____ to _____

Activity	Goal	Actual
Review electronic job search tools		
Attend job search training sessions or related training		
Research employers or go to the library		
Attend support groups/job clubs		
Read local newspapers		
Read trade journals		
Read other publications		
Network		
Make cold calls (phone or in person)		
Complete/update resume		
Send cover letters/resumes		
Attend job fairs		
Participate in informational interviewing		
Talk to someone every day about your job search		
Make follow-up phone calls		
Follow-up on job leads		
Interview with employer		
Send thank you/follow-up letters		
Others		