**Assignment: Job Search Plan**

This assignment asks you to identify 2 job search activities, and to create a goal that describes each job search activity. Two goals are required as part of your job search plan.

To complete this assignment:

1. Identify 2 activities that you will use to secure a job. Potential job search activities were discussed on day 1 of our class and include activities such as:

* Creating business cards
* Developing more connections on LinkedIn
* Networking by attending Meetups, doing informational interviews, getting introductions through family/friends/past work colleagues
* Updating your resume and cover letter
* Updating your LinkedIn profile
* Searching and applying for jobs on online job boards

1. When you have selected 2 activities that you will use to find a job, create a goal for each activity. Your goals should include the answers to these questions:

* **What, specifically, will you do?** Do not simply state that you will network; instead explain where or with whom. For example, through LinkedIn, by attending XXXX event, etc.
* **By when?** Please give a firm date and avoid using terms such as *next week*, *within the month*, *every day/week*. Instead, give actual dates such as April 15, 2020.
* **How will you measure results?** This item asks you to set a target of what you hope to achieve through your job search activity. Your measures should quantify desired outcomes and stated targets should be challenging but not impossible to achieve. Possible targets include number of job interviews, number of connections added, number of job leads found, number of referrals attained, etc.

Review the sample goal below for additional information about how to write your goals.

When your job search plan is completed, you will have no more than a half page of information, or two short paragraphs, with each paragraph describing one goal. **Please note** that this assignment asks for your plan going forward and is not meant to be a report of search activities already conducted in the past. This information can be submitted in a Word document.

**Sample Goal**

Identify 25 companies in the financial sector and cold call these by April 15, 2020. Have at least 30% of these agree to review my resume, resulting in at least 2 job interviews by May 15, 2020.