

Holiday Season Job Search Action Plan

1. What companies will I target?	<ol style="list-style-type: none">1.2.3.4.5.										
2. Who will I network with?	<table border="0"><tr><td>1.</td><td>6.</td></tr><tr><td>2.</td><td>7.</td></tr><tr><td>3.</td><td>8.</td></tr><tr><td>4.</td><td>9.</td></tr><tr><td>5.</td><td>10.</td></tr></table>	1.	6.	2.	7.	3.	8.	4.	9.	5.	10.
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3. What connections will I send Holiday/New Year's cards to with a personal note?	<table border="0"><tr><td>1.</td><td>6.</td></tr><tr><td>2.</td><td>7.</td></tr><tr><td>3.</td><td>8.</td></tr><tr><td>4.</td><td>9.</td></tr><tr><td>5.</td><td>10.</td></tr></table>	1.	6.	2.	7.	3.	8.	4.	9.	5.	10.
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4.	9.										
5.	10.										
4. Is my Personal Brand professionally represented on my social media sites? (i.e. Facebook, LinkedIn, Alumni Associations, Professional Networking Groups, Twitter)	<ol style="list-style-type: none">1. Update my profiles2. Appropriate pictures and posts3. Visibility checked4. All questionable material deleted										

<p>5. Are my business cards ready?</p> <p>Do I have my 30 Second Commercial rehearsed?</p> <p>The next scheduled workshops for 30 Second Commercial:</p> <ul style="list-style-type: none"> • Wed, Oct. 8, 9:00 – 11:30 • Thurs, Oct 30, 10:00 – 12:30 • Wed, Nov. 19, 9:00 – 11:30 	
<p>6. Is my resume the best it can be?</p> <p>Is my resume tailored to the specific jobs I'm applying to?</p>	<ol style="list-style-type: none"> 1. Professional appearance 2. Well written 3. Key words from job postings
<p>7. How am I balancing my time appropriately for my job search and social occasions?</p>	
<p>8. Am I taking advantage of temporary, seasonal and/or volunteer opportunities?</p>	

Holiday Event Planner

<u>Event</u>	<u>Date/Time</u>	<u>Place/Location</u>	<u># Target Network Connections</u>
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