## Worksheet Five: Create a 30-Day Job Hunting Plan

Use the calendar below to create your 30-day job-hunting plan. This calendar will include activities such as dates you have scheduled interviews, interview follow-up dates, days and times spent on searching for employment opportunities, completing applications, sending emails, and making calls. You can also record the days that will be used to fine-tune your cover letter or resume. Reading books about job hunting and practicing for your interviews can also prove to be beneficial.

| **~ May 2010 ~** |
| --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  | Notes: |