## 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: | | | | |