

JOB SEARCH STRATEGY GUIDE

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Job Search Strategy Planning Worksheets – GET ORGANIZED!

This packet contains five worksheets to use during your job search process. These worksheets are discussed on the Career Services website under the Job Search tab entitled “Job Search Strategy.”

- Target List of Job Search Companies/Organizations
- Job Search Websites List – Create Search Agents
- Summary of Jobs Applied For
- Networking contact list
- Weekly Marketing Campaign Plan

Target List of Job Search Companies

Date	Company/Organization Name & Address	Contact/Decision Maker Name, Phone, Email	Title

Job Search Engines - Create Search Agents

Group	Date	Name	Suggestions	Next Steps
Former Employers				
Past Associates				
Professional Associations				
Friends and Relatives				
Neighbors				
Business Owners				
Salespeople				

Networking Contact List - page 2

Group	Date	Name	Suggestions	Next Steps
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Bankers				
Lawyers and Accountants				
School Friends				
Doctors and Dentists				
Clergy				
Club Members				
Common Interest Associates				

Weekly Marketing Campaign Plan

For the week beginning: **Enter the week date**

	Date To Do	Who and What
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Target		
Companies/Organizations		
Job Search Engines		
Networking Contacts		
Continued Job Search Research		