Career Track Planner

Preparation		**Target Employer**	**Target Employer**	**Target Employer**
Identify Potential Employers		Name:	Name:	Name:
Research Companies		Phone:	Phone:	Phone:
Schedule Mock Interview		Address:	Address:	Address:
Purchase a Suit				
Job Search Strategies		Website:	Website:	Website:
Networking		**Approach**	**Approach**	**Approach**
Employment Agencies		Send Resume, Cover Letter & References	Send Resume, Cover Letter & References	Send Resume, Cover Letter & References
Recruiting Session		Date:	Date:	Date:
Career Fair		Follow-Up Phone Call	Follow-Up Phone Call	Follow-Up Phone Call
Targeted Employers				
CCN		**Interview**	**Interview**	**Interview**
On-Site Visit		Schedule Interview	Schedule Interview	Schedule Interview
Want Ads		Date:	Date:	Date:
Recruiting Session		Time:	Time:	Time:
Internet		Location:	Location:	Location:
Resume Production Schedule		Research Employer	Research Employer	Research Employer
Draft		Prepare for Interview	Prepare for Interview	Prepare for Interview
Revise				
Modify for Each Position		**Follow-Through**	**Follow-Through**	**Follow-Through**
Produce		Thank you Letter	Thank you Letter	Thank you Letter
		Follow-up Calls	Follow-up Calls	Follow-up Calls
		Review Offer	Review Offer	Review Offer
		Send Answer	Send Answer	Send Answer
		Notes	Notes	Notes

Target Employer	Target Employer	Target Employer
Name:	Name:	Name:
Phone:	Phone:	Phone:
Address:	Address:	Address:
Website:	Website:	Website:
Approach	**Approach**	**Approach**
Send Resume, Cover Letter & References	Send Resume, Cover Letter & References	Send Resume, Cover Letter & References
Date:	Date:	Date:
Follow-Up Phone Call	Follow-Up Phone Call	Follow-Up Phone Call
Interview	**Interview**	**Interview**
Schedule Interview	Schedule Interview	Schedule Interview
Date:	Date:	Date:
Time:	Time:	Time:
Location:	Location:	Location:
Research Employer	Research Employer	Research Employer
Prepare for Interview	Prepare for Interview	Prepare for Interview
Follow-Through	**Follow-Through**	**Follow-Through**
Thank you Letter	Thank you Letter	Thank you Letter
Follow-up Calls	Follow-up Calls	Follow-up Calls
Review Offer	Review Offer	Review Offer
Send Answer	Send Answer	Send Answer
Notes	Notes	Notes