

## Holiday Season Job Search Action Plan

<p><b>1. What companies will I target?</b></p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>										
<p><b>2. Who will I network with?</b></p>	<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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<p><b>3. What connections will I send Holiday/New Year's cards to with a personal note?</b></p>	<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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<p><b>4. Is my Personal Brand professionally represented on my social media sites? (i.e. Facebook, LinkedIn, Alumni Associations, Professional Networking Groups, Twitter)</b></p>	<table border="0"> <tr> <td>1. Update my profiles</td><td>3. Visibility checked</td></tr> <tr> <td>2. Appropriate pictures and posts</td><td>4. All questionable material deleted</td></tr> </table>	1. Update my profiles	3. Visibility checked	2. Appropriate pictures and posts	4. All questionable material deleted						
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<p>5. <b>Are my business cards ready?</b></p> <p><b>Do I have my 30 Second Commercial rehearsed?</b></p>	
<p>6. <b>Is my resume the best it can be?</b></p> <p><b>Is my resume tailored to the specific jobs I'm applying to?</b></p>	<p>1. Professional appearance</p> <p>2. Well written</p> <p>3. Key words from job postings</p>
<p>7. <b>How am I balancing my time appropriately for my job search and virtual social occasions?</b></p>	
<p>8. <b>Am I taking advantage of temporary, seasonal and/or volunteer opportunities?</b></p>	

**Holiday Event Planner**

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