

Job Search Plan—Instructions

1. **Identify Target Markets**

Make a list of the types of companies/businesses that could hire you

2. **Identify Potential Employers**

Make a list of specific businesses/companies that you are interested in

3. **Why I want to work here**

Get clear about what makes you want to work for this company. Do you have a passion for the industry? Have you heard great things about the company? Do you admire or value what the company stands for? Identify WHY you want to work there.

3. **Research** – to find information about potential employers

Internet—look at company’s website, news articles or reviews about them

Talk to people –informational interviews, networking, talking to friends and family

4. **Identify Contacts**

Make a list of people you know who you can talk to about your career. These can be people who are familiar with the industry or company where you want to work, people who have a job you are interested in, people who MAY know someone at one of your target companies or industries, etc. Be creative.

5. **Next Steps** – What else can I do?

There is always something else you can do to follow up, find out more info, broaden the search etc. Brainstorm what else you can do and set goals to accomplish tasks weekly such as: talk to 3 people per week, research 1 company each day, reach out to 5 people for informational interviews.

Job Search Plan

Target Markets: Industries I am interested in	Specific companies or businesses I want to work for within the industry	Why I want to work here/ What value will I bring:	Research: Info about the company	Contacts: Who do I know that I can talk to about it?	Next Steps: What else can I do?