

Howard Community College Job Search Club
 Counseling and Career Services
 RCF 302 410 772 4840

Job Search Schedule Sample

Week of **October 4, 2009**

| TIME | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-------|--|--|--|---|-----------------------------|--|----------------------------|
| 8:00 | Shower and dress. Read the newspaper. | Shower and dress by 8:30. Set goals for the day/week. | Same as Monday. | Same as Monday. | Same as Monday. | Same as Monday. | Go to the farmers' market. |
| 9:00 | Read Sunday paper. Get to the ads by 9:30. | Respond by phone to Sunday ads. | Make networking calls. | Return calls. Schedule appointments. | Attend Job Club. | Return calls. Schedule appointments. | |
| 10:00 | Take a walk, play with the kids, etc. | Get info for writing responses to ads. Go to the Minnesota WorkForce Center. | Make networking calls. | Attend Job Fair. | Attend Job Club. | Job Club | |
| 11:00 | Have some fun! | Write cover letters. Make changes on resume. | Return phone calls. Schedule appointments. | | Do informational interview. | | |
| 12:00 | Lunch | Lunch | Lunch | Lunch | Lunch | Lunch | Lunch |
| 1:00 | | Appointment | Appointment | Check out Minnesota WorkForce Center computer. | Appointment | Research the employer for the interview next week. | |
| 2:00 | | Appointment | Appointment | Call on leads obtained at Minnesota WorkForce Center. | Appointment | Research the employer for the interview next week. | |
| 3:00 | | Appointment | Appointment | Appointment | | Research the employer for the interview next week. | |
| 4:00 | | Walk | Walk | Walk | Walk | Walk | |
| 5:00 | | Evaluate today. Review tomorrow. Send thank you notes. | Same as Monday. | Same as Monday. | Same as Monday. | Same as Monday and review the week. | |