USE THE RESOURCES *ON THE JOB SEEKER WEBSITE*

CAREER PROJECT WBS

PICK 1 OR 2 ITEMS *TO DO EACH WEEK*

1.0 LinkedIn Profile	2.0 LinkedIn Activity	3.0 Resume	4.0 Cover Letter	5.0 Interviewing	6.0 Networking (virtual & in-person)	7.0 Activities	8.0 Marketing Collateral	9.0 Skills Assessment	10.0 Knowledge Bank
Attend LINKEDIN Skill Builder Session		Attend RESUME Skill Builder Session			Attend NETWORKING Skill Builder Session	Attend JOB SEARCH STRATEGIES Skill Builder Session		Do SELF-ASSESSMENT tools on the Job Seeker website	
1.1 Get "free" LinkedIn account	2.1 CONNECTIONS Daily: Send invites to 5 people with a personalized note	3.1 Create, revamp, update resume	4.1 Create library of cover letters	5.1 Participate in "informational conversations"	6.1 Identify networking groups in your industry	7.1 Contact family & friends about potential job leads	8.1 Get or make professional looking business cards	9.1 Get "Strengths Finders 2.0" book by Tom Rath	10.1 Read local paper or company websites for business updates
1.2 Setup profile	2.2 GROUPS Join 3 LinkedIn groups relevant to your job search	3.2 Get list of "action words" and use in resume	4.2 Have someone review your cover letters	5.2 Practice interviewing skills with others	6.2 Attend at least 1 networking event per week	7.2 Talk to someone EVERY DAY about your job search	8.2 Create a Targeted List of companies	9.2 Get "Strengths Finders 2.0" book by Tom Rath	10.2 Read trade journals & share key learnings
1.3 Check LinkedIn settings and job search preferences	2.3 POSTINGS Daily: Make at least 1 posting or respond to a post	3.3 Create a separate timeline document of your work experience	4.3 Continue to edit cover letters for greatest impact	5.3 Do practice phone & virtual interviews with others	6.3 Select 1 networking group & participate regularly	7.3 Attend job fairs	8.3 Have resume, LinkedIn, cover letters "ready"	9.3 Take Strengths Finder assessment	10.3 Read articles of interest & share key learnings
1.4 Take and add photo ("head shot") to LinkedIn	2.4 SHARE OR LIKE Do at least 5 per week	3.4 Get feedback from others on resume (and use it!	4.4 Research company websites for keywords (or mission statement) to use in cover letters	5.4 Send thank-you or follow-up note after interview	6.4 Follow-up with new people you meet	7.4 Schedule a meeting with a career expert		9.4 Add top 5 talent themes to LinkedIn, resume, email signature	10.4 Listen to webinars or podcasts & share key learnings
1.5 Add/update skills list	2.5 RECOMMENDATIONS Get at least 5 current recommendations	3.5 Create various versions of resume		5.5 Create a one-page "leave behind" document (i.e. 30-day action plan	6.5 Send LinkedIn invites to new people	7.5 Share job listings with others who might be interested		9.5 Study your talent themes so that you can "speak" to your strengths	10.5 Sign-up for free e-news (industry, motivation, leadership, etc.
1.6 Add/update experience	2.6 RECOMMENDATIONS Give at least 3 recommendations to people you value & respect	3.6 Post resume on online job boards			6.6 Research & learn how to network effectively	7.6 Apply for jobs that are of interest & fit your Targeted List		9.6 Identify & showcase your transferable skills	10.6 Check out local library for resources
1.7 Write a powerful story* for your LinkedIn summary	2.7 COMPANIES Select companies to follow (per your "Targeted List")				6.7 Read "Networking on LinkedIn" guide on job seeker website	7.7 Meet with (and listen to) your Mentor!			10.7 Share your knowledge on LinkedIn (as a post or in a group)
1.8 Get feedback from others									
1.9 Continually do updates									
**Tell your story. What are you passionate about?*	*Be active on LinkedIn to get noticed*								