



## Action Planning for the Job Seekers

You have determined that to progress towards your target occupation you will need to take the roll of the “Active Job Seeker.” What this means is that you are currently “Job Ready” for the next occupation on your career pathway.

The following tasks and actions can help you stay on track when progressing to that next step. Consult with your career coach if you need assistance or resources to complete these tasks.

### Tasks

### Actions

Plan to address barriers to employment.



Create or revise your resume.



Create or revise your cover letter.



Pull and contact professional and personal references.



Apply for jobs that match the next occupation on your career pathway.



Research and apply for job shadowing/ internship opportunities.



Practice interviewing for jobs that you have applied to.

