



FIND A MATCH

Surprisingly, many job seekers are unable to answer even basic questions about their job search. Without having a clear objective, it is difficult to find the job you seek. As you begin your job search, **be specific** about your objectives and create a list of employers who offer employment opportunities.

1

IDENTIFY WHAT YOU ARE LOOKING FOR

Job Title Wanted: _____

Job Search Deadline: _____

Target Salary: _____



2

CREATE AN INTERVIEW BUCKET LIST

List a few target companies where you would really like to work. Give one reason why these would be ideal employers.

Target company: _____

Reason: _____

Target company: _____

Reason: _____



3

IDENTIFY EMPLOYERS

Find prospective employers located in the area where you want to work who have the kind of jobs you seek. List 3 employers who could potentially hire you for what you want to do. In addition, list the name of a person you know or know of who could help you make a connection to each employer.

Name of Employer	Personal Contact at Company
_____	_____
_____	_____
_____	_____



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NEXT STEPS

List the next step you plan to take. _____
