

Sample Job Search Plan 1

Job seeker's goal in his or her own words: "I want to find work in photography that would give me more hours than I am able to work as an independent photographer. I'd like to find part-time work so that I can continue working independently as well."

Job seeker's strengths related to the work goal: Kenya has a certificate in photography from a vocational school, she has a portfolio to show prospective employers, and she has been working as a freelance photographer for two years. Kenya is knowledgeable about the technical aspects of photography and is creative. Good interviewing skills—Kenya is personable and passionate about photography. Kenya's mom supports her goal to find a job with more hours and Kenya has her own car.

Objectives:	Persons Responsible	Frequency	Target Date
1) Create a list of businesses that have jobs for which Kenya is qualified (Sears portrait studios, etc.).	Kenya and Marisol (employment specialist) will meet to make a list of businesses.	One to two times.	August 15, 20XX
2) Develop a resume and cover letter.	Kenya and Marisol will work on the resume and cover letter together.	One to two times.	August 30, 20XX
3) Learn about the types of positions available and hiring preferences of managers in businesses on our list (see #1).	-Marisol to visit at least one employer each week to ask to meet with a manager. She'll attempt to learn about the business and hiring practices of the manager. She'll offer to introduce Kenya.	Weekly	September 1, 20XX ongoing until employed
	-Kenya will learn about businesses by reading about them online (example, reading about what products Sears portrait studio offers).	Weekly	September 1, 20XX ongoing until employed
	-Kenya will visit the placement office of her vocational school to ask about where graduates have been finding work.	Once	September 30, 20XX

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4) Apply for at least four jobs monthly.	-Kenya will submit applications and resumes for at least four jobs each month. Marisol and Kenya will talk together about job openings and businesses that may accept applications. -Marisol and Kenya will review jobs applied for weekly and decide on a plan to follow up on each application.	4 times each month. 3-4 times each month when Kenya and Marisol meet.	September 1, 20XX ongoing until employed September 1, 20XX ongoing until employed
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Job seeker's signature

Date

Employment specialist's signature

Date