

Week 1: Laying the Foundation

Day 1: Prepare/Relax

- **Task 1:** Reflect on your skills, strengths, weaknesses, and career goals. Write them down. Take this day to relax.
- **Goal:** Mentally prepare for the upcoming search.

Day 2: Self-Assessment

- **Task 2:** Adding these notes to your resume slowly. Work to get an idea of the salary, benefits, and any other things you may want in your next role.
- **Goal:** Clarify what type of roles you're targeting and why. Consider taking a career test or two, and a personality test or two as well to validate this. You may also want to consider reviewing Glassdoor salaries and benefits from various companies in your area.

Day 3-4: Start Updates, Begin Networking

- **Task:** Begin reaching out to people in your industry or target companies. Send personalized connection requests on LinkedIn, engage with their posts, and share relevant content.
- **Goal:** Start building relationships early, as networking can lead to job opportunities that aren't publicly posted.
- **Task 2:** Update your resume to highlight your most recent accomplishments, tailoring it for the roles you're targeting. Also, optimize your LinkedIn profile, ensuring consistency with your resume, and add a professional photo.
- **Goal:** Ensure both your resume and LinkedIn profile are ATS-friendly and visually compelling.

Day 5-6: Build Momentum

- **Task:** Ensure your resume is finished and posted on any relevant job boards (if applicable). Ensure the relevant visibility settings are also selected. Consider reaching out to a few staffing agencies in the area to ask for feedback, and check on open roles.
- **Goal:** Ensure both your resume and LinkedIn profile are visible and that the various job boards have your resume for recruiters to find. Also validating with the recruiters in the market will help set expectations.

Day 7: Set Up Job Alerts & Research Target Companies

- **Task:** Set up job alerts on platforms like LinkedIn, Indeed, and Glassdoor. Research 5-10 companies you'd love to work for. Look for job openings, company culture, and recent news.
- **Goal:** Create a list of target companies and relevant job openings. Organize your job alerts to stay updated.

- **Task 2:** Consider using a spreadsheet or a job search app to track the roles you've applied to, interview dates, and follow-up tasks. This can slow the progress, but can help you track trends and stay organized. An alternative is setting a folder in your email to store this.
 - **Goal:** Create lists and stay organized.
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Week 2: Networking & Applications

Day 8-9: Expand Networking

- **Task:** Apply to a variety of roles that sound like they may be interesting. You can customize your resume and cover letter for each application, or as this will be done later in the week, you can continue to use this time for a larger new of applications with similar content.
- **Goal:** Focus on quantity to increase visibility. Prioritize roles that are a fit for your background and aspirations.
- **Task 2:** Continue reaching out to people in your industry or target companies. Request informational interviews with connections or industry professionals.
- **Goal:** Build a robust network and gain insights into company cultures and roles before applying.

Day 10-12: Tailored Job Applications

- **Task:** Apply to a minimum of 3-5 highly targeted roles per day. Customize your resume and cover letter for each application, aligning your skills and experience with the job description.
- **Goal:** Focus on quality over quantity. Prioritize roles that are a perfect fit for your background and aspirations.

Day 13-14: Personal Branding

- **Task:** Share relevant content on LinkedIn, such as articles, posts, or insights about your industry. Position yourself as a thought leader.
 - **Goal:** Increase your visibility and establish credibility within your network.
 - **Task 2:** Apply to a minimum of 3-5 highly targeted roles per day. Customize your resume and cover letter for each application, aligning your skills and experience with the job description.
 - **Goal:** Focus on quality over quantity. Prioritize roles that are a perfect fit for your background and aspirations.
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Week 3: Interview Prep & Follow-Up

Day 15-16: Research Interview Questions

- **Task:** Prepare answers to common interview questions. Use the STAR method for behavioral questions and research company-specific interview trends or questions.
- **Goal:** Be fully prepared to answer questions with confidence and relevance.
- **Task 2:** Apply to a minimum of 5 highly targeted roles per day. Customize your resume and cover letter for each application, aligning your skills and experience with the job description.
- **Goal:** Focus on quality over quantity. Prioritize roles that are a perfect fit for your background and aspirations.

Day 17-18: Mock Interviews & Company Research

- **Task:** Schedule mock interviews with friends or mentors. During this process, also research each company you're applying to, focusing on their values, recent news, and challenges. Tailor your interview responses to show how you align with the company.
- **Goal:** Refine your responses and demonstrate in-depth knowledge of each company during interviews.
- **Task 2:** Apply to a minimum of 5 highly targeted roles per day. Customize your resume and cover letter for each application, aligning your skills and experience with the job description.
- **Goal:** Focus on quality over quantity. Prioritize roles that are a perfect fit for your background and aspirations.

Day 19-20: Apply to Additional Jobs & Continue Networking

- **Task:** Apply to another 3-5 highly targeted roles. Continue expanding your network, especially with people at the companies you're applying to.
- **Goal:** Maintain application momentum and network growth.
- **Task 2:** Look into platforms like Meetup (use relevant precautions with meeting strangers). This will give you an outlet to meet new individuals and join groups and discussions, and over time you can learn about new roles.
- **Goal:** Setting up networks for longer term job opportunities.

Day 21: Follow-Up After Applications

- **Task:** Send polite follow-up emails to recruiters or hiring managers for roles you've applied to, showing enthusiasm and reinforcing your interest in the position.
- **Goal:** Stand out from other candidates by demonstrating proactivity and commitment.
- **Task 2:** Apply to a variety of roles that sound like they may be interesting. You can customize your resume and cover letter for each application, or as this will be done later in the week, you can continue to use this time for a larger new of applications with similar content.

- **Goal:** Focus on quantity to increase visibility. Prioritize roles that are a fit for your background and aspirations.
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Week 4: Review, Refine, & Persistence

Day 22-23: Review Your Strategy & Adjust

- **Task:** Review the jobs you've applied to, the feedback you've received, and your progress. Adjust your strategy by analyzing what's working and what needs improvement (e.g., revising your resume or reaching out to different people in your network).
- **Goal:** Refine your approach based on insights gained so far.
- **Task 2:** Apply to a variety of roles that sound like they may be interesting. You can customize your resume and cover letter for each application, or as this will be done later in the week, you can continue to use this time for a larger new set of applications with similar content.
- **Goal:** Focus on quantity to increase visibility. Prioritize roles that are a fit for your background and aspirations.

Day 24-26: Attend Networking Events

- **Task:** Attend at least one virtual or in-person networking event, such as webinars, meetups, or industry conferences. Engage actively to make new connections.
- **Goal:** Expand your network further and learn about opportunities outside traditional job boards.
- **Task 2:** Apply to a minimum of 5 highly targeted roles per day. Customize your resume and cover letter for each application, aligning your skills and experience with the job description.
- **Goal:** Focus on quality over quantity. Prioritize roles that are a perfect fit for your background and aspirations.

Day 27-28: Apply to More Targeted Jobs

- **Task:** Apply to 5 more roles that closely align with your skills and career goals. Focus on roles that provide growth potential and are a good fit for your abilities.
- **Goal:** Ensure continued application efforts toward roles that best match your expertise.

Day 29-30: Follow-Up & Persistence

- **Task:** Follow up on all your applications (if not already done). If you've had interviews, send follow-up emails to express your gratitude and reiterate your interest. Reach out again to your network, reminding them of your job search.
 - **Goal:** Be persistent and proactive. Persistence can set you apart from other candidates.
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Ongoing: Additional Tips

- **Continue to Apply:** Ensure you apply to specific roles, but do not be scared to apply and occasionally focus on quantity (remember this is not always ideal).
- **Keep Improving Soft Skills:** As you apply and interview, continuously work on your communication, problem-solving, and leadership skills—attributes many employers value.
- **Consider Remote Jobs:** Look into remote roles if they align with your career goals. Expanding your search to remote positions can increase the number of opportunities available.