**Job Search Summary Report**

Name ___________________________    Date________

**Job Objective:** _________________________________________________________

**Industries I am targeting:** ________________________________________________

<table>
<thead>
<tr>
<th>Yes or No?</th>
<th>Master Application</th>
<th>Completed</th>
<th>Resume</th>
<th>Completed</th>
<th>Cover Letter</th>
<th>Completed</th>
<th>References</th>
<th>Completed</th>
</tr>
</thead>
</table>

Script for Calling Ready? Yes ____ No ____

Four methods for finding job leads that I will use:

1. ________________________________________________
2. ________________________________________________
3. ________________________________________________
4. ________________________________________________

**Interviewing:**

Four things I plan to do to improve my interviewing skills:

1. ________________________________________________
2. ________________________________________________
3. ________________________________________________
4. ________________________________________________

Questions I have difficulty answering:

1. ________________________________________________
2. ________________________________________________
3. ________________________________________________

**Obstacles to Goals:**

Possible roadblocks that could get in my way as I look for work...
Possible ways to circumvent roadblocks that I may encounter...

______________________________________________________________________________

Rewards I’ll receive for completing these tasks and pursuing my dreams are ...

______________________________________________________________________________

Three things I plan to do immediately to look for work:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________