

## Job Search Summary Report

Name \_\_\_\_\_

Date \_\_\_\_\_

Job Objective: \_\_\_\_\_

Industries I am targeting: \_\_\_\_\_

Yes or No?

Master Application      Completed    \_\_\_\_

Resume                      Completed    \_\_\_\_

Cover Letter              Completed    \_\_\_\_

References                Completed    \_\_\_\_

Script for Calling Ready?    Yes \_\_\_\_      No \_\_\_\_

Four methods for finding job leads that I will use:

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**Interviewing:**

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

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Questions I have difficulty answering:

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**Obstacles to Goals:**

Possible roadblocks that could get in my way as I look for work...

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Possible ways to circumvent roadblocks that I may encounter...

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

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

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