

### **Action Plan on 4 Follow-up Activities for Your Career Strategy**

Name: \_\_\_\_\_ Class meeting time: \_\_\_\_\_

List 4 specific tasks/goals, resources needed for each task/goal, and 2 specific actions for each task/goal you will take in planning to further your career implementation process. One of the 4 tasks/goals needs to outline actions you'll take to improve your personal interviewing based on your review of your mock interview video and coach's comments. You will have a total of 4 follow-up action plans. Target dates may be several weeks or months into the future.

Areas to consider include: career fair contacts follow-up; establish a LinkedIn account; revise/improve your resume; research on: your career field, companies within your career field, positions within companies of interest; create a networking contact list; create a prospective employer contact list; build a SOAR file of success stories; create documentation of interviews and/or resumes sent; etc.

Review your work completed during this class for areas that could be improved or reinforced.

Include the following for each of your 4 improvement target areas (see above):

| Specific Task/Improvement Goal | Resources Needed | 2 Specific Actions | Completion Date Target |
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