

The Job Winners[®] Guide for
Young Adults

RESOURCES BOOKLET

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Daily Action Planner

Day

Date

20

A What are my *active* job leads for today? (Max 5; min 2)

1. _____
2. _____
3. _____
4. _____
5. _____

B What am I doing today to follow them up?

- Research at the Library / Career Information Centre / Internet / other
for (which leads?) _____
- Telephoning to set up an interview
for (which leads?) _____
- Preparing for an information / employment interview
for (which leads?) _____
- Attending an interview
for (which leads?) _____
- Thank you note / telephone call
for (which leads?) _____
- Tailoring and sending off a résumé / job application
for (which leads?) _____
- Other (please specify) _____
for (which leads?) _____

Have you entered these tasks in your diary? YES NO

C Results

Developing Your Key Skills Statement

What sort of job do you want to apply for?

What are the key qualities / skills / experience that would be needed for this job?

List the things that demonstrate that you have these key qualities / skills / experience

And now try putting these together in a statement of approximately 35-50 words that will grab the employer's interest.
