



# JOB CLUB TOOL

## Weekly Job Search Schedule

Create your own weekly schedule. It takes time to create cover letters, resumes, and to search for job leads. Decide in advance how much time each week you will focus on the job search and stick with it.

Priority List of Things to Do	Weekly Schedule for Job Search Activities Week of _____	
	Monday	Tuesday
1.		
2.		
3.		
4.		
	Wednesday	Thursday
5.		
6.		
7.		
8.		
	Friday	Notes
9.		
10.		