COMPETENCY
JOB SEARCH EXERCISE

PERSONAL JOB SEARCH WORKSHEET

Fill out this worksheet the best that you can today in class. Then take it home and complete it. You will be asked to bring the completed worksheet to the next class where it will be reviewed by your instructor.

I. Write down at least three sources where you will look for jobs. Then circle where you will utilize that source.

1. _____

2._____

3._____

II. The location(s) where I will conduct my job search is:

_____

_____

_____

III. The Employment/Career Center I will use in my job search is_____.

IV. Write down the information for employment agencies (some agencies charge fees).

1. Name: _____ City: _____ Phone number: _____

2. Name: _____ City:_____ Phone number: _____

3. Name: _____ City: _____ Phone number: _____

V. Write down the requested information for networking contacts in each category.

FAMILY

1. Name: _____ Phone number: _____

2. Name: _____ Phone number: _____

COMPETENCY
JOB SEARCH EXERCISE (continued)

FRIENDS

1. Name: _____ Phone number: _____

2. Name:_____Phone number: _____

COMMUNITY

1. Name: _____ Phone number: _____

2. Name: _____ Phone number: _____

3. Name: _____ Phone number: _____

4. Name: _____ Phone number: _____

PROFESSIONAL

1. Name: _____ Phone number: _____

2. Name: _____ Phone number: _____

3. Name: _____ Phone number: _____

4. Name: _____ Phone number: _____

NOTES:

_____

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