

30-Day Job Search Jump Start Challenge



Welcome to the 30-Day Job Search Jump Start Challenge! The most effective way to achieve your goal of a new job is to develop a plan, create action steps, and then hold yourself accountable. So congratulations, you are already ahead of most job seekers out there by starting this challenge. Before you begin, here are a couple of things to keep in mind:

- ✓ Make sure you have a defined goal to work toward. It isn't enough to just want a "job". Take the time to think about what kind of job you are targeting. What job title, roles, and industry are you interested in? If your ideal job is available, how would you describe it?
- ✓ Identify your skills that are most marketable to a prospective employer. Clarifying your skills will not only help in your job search, but will also help you identify which training/education and experience you should develop or emphasize on your resume.
- ✓ Adapt your resume and cover letter to each position you are applying. It is generally better to send several targeted resumes than to apply to 100 jobs with a generic resume.
- ✓ Review your resume to make sure you are highlighting your strongest achievements that will set you apart from other job applicants.
- ✓ Ensure your resume is compliant with applicant tracking systems that many large employers use to screen job applicants.
- ✓ When you find a position online that you are really interested in, try to find contact information for the hiring manager to include with your cover letter and for follow up.
- ✓ Create a schedule each day for your job search by making a list of activities that you want to complete. Of course, if an interview or networking opportunity comes up, you should rearrange your schedule to fit it in!
- ✓ Ensure your career communication documents are 100% error-free. Before sending any email, resume, or cover letter, proofread it. And then proofread it again.
- ✓ Keep your resume up to date at all times. You never know when you might need it!

Visit Schofield Strategies, LLC's website to learn more! www.schofieldstrategies.com

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www.SchofieldStrategies.com

*Amy's help was invaluable in perfecting my resume!
My new boss was very impressed with the way my
resume highlighted the skills I could use in my new
position. Thank you, Amy!*

AMY SCHOFIELD
Resume Writer

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RESUME WRITING

DON'T LET YOUR RESUME
FALL INTO A PILE --
STAND OUT AT THE TOP!

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Are you lost or stuck in your job search? Want to give your job search a jump start? This 30-day challenge is designed to help you take action. The list below has one task a day for 30 days, plus some bonus days. Your goal is to complete each of the tasks on a daily basis and record your actions and results.

Set yourself up for success:

1. Create a file or binder that you can easily reference each day. The idea is to keep yourself organized and have your plan, progress, and information at your fingertips.
2. Create a realistic schedule. You may thrive on a challenge and decide to do 30 days straight. More likely, you will need to create a schedule that is geared toward success by fitting the challenge around your life. You may decide to work on this challenge Monday through Friday or every other day. Put some thought into your upcoming workload and plan accordingly. Set up reminders and keep track of your progress.
3. Check out additional resources for some of the challenge days by clicking on the hyperlinks.
4. Remember, this job search challenge will reward effort. Results will come when you take consistent action day after day to meet your job search goal.
5. Most of the challenge items can be completed in 30 mins to 2 hours. However, many job seekers get stuck on their resume and cover letters. If you feel overwhelmed with these tasks, please [visit our website](#) for information on resume writing services. [We also have a do-it-yourself resume option with free templates.](#)

Day	Date	Challenge Task to Complete	✓ Results
Day 1		Define your ideal job: job title, type of company, industry, size, and location. Additional information for: career goal planning , articulate your goal , and make a plan .	
Day 2		List your major work accomplishments and skills.	
Day 3		Update your resume using your list from Day 2. If this step seems too big, refer to the information on Schofield Strategies resume writing services .	
Day 4		Create a cover letter that you can tailor to each job application. Additional information for: writing cover letters .	
Day 5		Update your LinkedIn profile. (Join LinkedIn if you are not already on it). Additional information for: LinkedIn and your job search .	

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Day 6		Invite 20 people to connect with you on LinkedIn. Be sure to personalize the invitations.	
Day 7		Ask 5 people who know your work well for a LinkedIn Recommendation. Additional information for: LinkedIn Must Haves .	
Day 8		Join 5 LinkedIn groups and post 1 question or resource in a group. Additional information for: increasing your LinkedIn profile visibility .	
Day 9		Read your LinkedIn news feed and comment on at least 5 updates. Additional information for: optimizing LinkedIn .	
Day 10		Post a Facebook status update or contact someone asking for help in your job search. (If you are not conducting a confidential job search). Additional information for: social media and your job search .	
Day 11		Create an updated references list. Prepare your references by contacting them for permission and updating them on your job search status. Additional information for: professional references .	
Day 12		Create a wish list of employers you would like to work for.	
Day 13		Research 5 prospective employers online.	
Day 14		Spend 1 hour researching and applying to job postings online using a tailored cover letter and resume.	
Day 15		Take a break! Look back over the progress that you have made and congratulate yourself. Use this day to catch up on all previous challenge tasks.	
Day 16		Research your target job salary using resources like glassdoor.com .	

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Day 17	Contact 1 employment agency or recruiter.
Day 18	Create a list of possible interview questions and write out answers to 3-5 questions.
Day 19	Make a list of 3-5 questions you could ask during an interview. Additional information for: interview questions .
Day 20	Create your 30-second story. (The answer to: "Tell me about yourself"). Additional information for: creating your elevator speech .
Day 21	Register to attend a networking event. This could be an industry/professional association event.
Day 22	Practice interviewing for 45 minutes with a friend or colleague.
Day 23	Apply for 5 jobs advertised on an online job board.
Day 24	Reach out to a new connection from a potential employer. Additional information for: networking letters .
Day 25	Identify and call/write to 3 potential hiring managers. Additional information for: connecting with hiring managers .
Day 26	Schedule and conduct 1 informational interview. Additional information for: informational interviews .
Day 27	Schedule a coffee or lunch meeting with a former co-worker or a new networking contact. Additional information for: networking and who is your network .
Day 28	Volunteer with an organization or volunteer to serve on a professional association committee.

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Day 29		Follow up on your job applications.	
Day 30		Send a thank you note to someone who has helped you in your job search.	
Bonus Day		Contact the career services/alumni office at your high school/vocational program/college/university.	
Bonus Day		Attend a job search class or professional development workshop.	
Bonus Day		Attend a job fair. Additional information for: job fairs .	
Bonus Day		Check out resources available on the CareerOneStop website (www.careeronestop.org).	

Completing the 30-Day Jump Start Challenge - Congratulations on All of Your Hard Work!

At the end of the 30 days, review your progress. What have you learned about yourself during this program? Are there areas you need to continue to work on that will help your job search and/or your continued career advancement?

Look over your achievements for the last 30 days and make a plan going forward for the next 30 days. Identify which activities have given you the best results and add in a mix of research, follow up, and networking.

Remember that most of the challenge items can be completed in 30 mins to 2 hours. However, many job seekers get stuck on their resume and cover letters. If you feel overwhelmed with these tasks, please [visit our website](#) for information on resume writing services. We also have a [do-it-yourself resume option with free templates](#) and offer personalized or group coaching, training, and speaking on a variety of employment-related topics.

See what some of our clients have to say about working with Schofield Strategies:

- *"I got the job on the spot! This would not have been possible without what you did for me!"*
- *"I used Amy's resume tailoring services and when I read the first draft of the personal branding statement she developed, I was amazed! I appreciated how Amy kept track of my job application timeline and checked in with me as the deadline grew near to see if I had any additional changes."*
- *"I have used Schofield Strategies to perfect my resume for my last two job applications and have been extremely satisfied with the entire process. I have received nothing but positive feedback from potential employers and credit Amy's expertise for the ease with which I have found my dream job."*
- *"Thank you for all of your help! Your expertise definitely played a part in my job offer!"*

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