

# Activate Your Career Dreams

Name \_\_\_\_\_

Before beginning any job search, be sure you have all your career documents completed.

- \_\_\_ Resume
- \_\_\_ Cover Letter Template (to be customized for each position)
- \_\_\_ Reference List
- \_\_\_ LinkedIn Profile
- \_\_\_ Request for Introduction Email Template
- \_\_\_ Informational Interview Email Template

**PROFESSIONAL OBJECTIVE – What type of job are you seeking?**

**TARGET MARKET**

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What geographic areas would you like to target? How long of a commute do you wish to have?

What types of industries are you targeting?

What size of organization are you targeting?

**TARGET COMPANIES (25-50)**

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**Target Networking Events/Groups (5-10) – (Examples – Chambers of Commerce, Associations, Meetup.com, Eventbrite.com, Professional Development Opportunities)**

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**Target Contacts (Goal of 25-50)**

<i>Name</i>	<i>Company</i>	<i>Linkedin Connection Y/N</i>
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