

# *CPR My Career - - Daily Checklist*

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## WEEK 1

### *Day 1*

- Watch Essential “Introduction to CPR My Career” video
- Familiarize yourself with the website

### *Day 2*

- Watch Essential “Resume Maker” video
- Watch “Cover Letter” video
- Refine your base resume

### *Day 3*

- Find a position using the “Job Finder” search engine
- Tailor a resume for the chosen position

### *Day 4*

- After resume review from your career coach, submit your resume for the chosen position
- Find 3-5 positions using the “Job Finder” search engine
- Create a Keyword resume for each position, and apply

### *Day 5*

- Find 3-5 positions using the “Job Finder” search engine
- Create a Keyword resume for each position, and apply
- Create a list of 6 companies that you would like to target for employment

## WEEK 2

### *Day 1*

- Find 3-5 positions using the “Job Finder” search engine
- Create a Keyword resume for each position, and apply
- Watch Essential “LinkedIn” video
- Complete LinkedIn profile
- Begin marketing yourself to companies 1 & 2 on your company list

### *Day 2*

- Find 3-5 positions using the “Job Finder” search engine
- Create a Keyword resume for each position, and apply
- Clean up your digital footprint
- Begin networking on LinkedIn

### *Day 3*

- Find 3-5 positions using the “Job Finder” search engine
- Create a Keyword resume for each position, and apply
- Spend 2 hours continuing to market yourself to companies 1 & 2 on your list

### *Day 4*

- Find 3-5 positions using the “Job Finder” search engine
- Create a Keyword resume for each position, and apply
- Watch Essential “Basics of Interviewing” video
- Perfect your “tell me about yourself” response

### *Day 5*

- Find 3-5 positions using the “Job Finder” search engine
- Create a Keyword resume for each position, and apply
- Create your “Situational Profile” as discussed in the “Basics of Interviewing” webinar

## WEEK 3

### *Day 1*

- Find 3-5 positions using the “Job Finder” search engine
- Create a Keyword resume for each position, and apply
- Memorize your “Situational Profile”
- Begin marketing yourself to companies 3 & 4 on your company list

### *Day 2*

- Find 3-5 positions using the “Job Finder” search engine
- Create a Keyword resume for each position, and apply
- Practice applying your “Situational Profile” to sample questions

### *Day 3*

- Find 3-5 positions using the “Job Finder” search engine
- Create a Keyword resume for each position, and apply
- Spend 2 hours continuing to market yourself to companies 3 & 4 on your list
- Reach out to former co-workers via LinkedIn to ask about potential positions

### *Day 4*

- Find 3-5 positions using the “Job Finder” search engine
- Create a Keyword resume for each position, and apply
- Continue to practice applying your “Situational Profile” to sample questions

### *Day 5*

- Find 3-5 positions using the “Job Finder” search engine
- Create a Keyword resume for each position, and apply
- Spend 2 hours continuing to market yourself to companies 3 & 4 on your list

## WEEK 4

### Day 1

- Find 3-5 positions using the “Job Finder” search engine
- Create a Keyword resume for each position, and apply
- Begin marketing yourself to companies 5 & 6 on your company list
- Find a volunteer project to commit to

### Day 2

- Find 3-5 positions using the “Job Finder” search engine
- Create a Keyword resume for each position, and apply
- Commit 2 hours to networking on LinkedIn
- Research ways to learn a new job-related skill

### Day 3

- Find 3-5 positions using the “Job Finder” search engine
- Create a Keyword resume for each position, and apply
- Spend 2 hours continuing to market yourself to companies 5 & 6 on your list
- Take steps to begin learning a new job-related skill

### Day 4

- Find 3-5 positions using the “Job Finder” search engine
- Create a Keyword resume for each position, and apply
- Commit 2 hours to networking on LinkedIn
- Mock-interview with a friend or family member

### Day 5

- Find 3-5 positions using the “Job Finder” search engine
- Create a Keyword resume for each position, and apply
- Spend 2 hours continuing to market yourself to companies 5 & 6 on your list