



Career Planning Action Plan (sample)

Goal: *By August 15, find a full-time job in the restaurant industry that makes at least \$12/hour + tips, has benefits, and is on a bus line*

When (Due Date)	What (Action)	Who (People Involved)
<ul style="list-style-type: none"> <i>Rough draft by June 15</i> <i>Final by July 1</i> 	<i>Write new resume with restaurant & cooking experience highlighted</i>	<ul style="list-style-type: none"> <i>Get help from CASA volunteer to edit / proof / print</i>
<i>July 3</i>	<i>Research job openings for restaurants on MAX bus lines</i>	<ul style="list-style-type: none"> <i>Me</i>
<i>July 5</i>	<i>Use info in resume to apply to restaurant openings</i>	<ul style="list-style-type: none"> <i>Use computer at local library and CASA office</i>
<i>July 6</i>	<i>Set up text alerts at mo.jobs.org for jobs I'd like</i>	<ul style="list-style-type: none"> <i>Use computer at local library and CASA office</i>
<i>July 6-ongoing</i>	<i>Watch for text alerts to apply for more jobs and emails/texts about available jobs.</i>	<i>Me</i>
<i>July 8</i>	<i>Meet with someone from the JCCC Culinary Program to talk about potential jobs or internships</i>	<ul style="list-style-type: none"> <i>Me</i> <i>Older Youth Program Coordinator (Uber cost)</i>
<i>Ongoing</i>	<i>Send thank-you note or email to interviewers</i>	<i>Me</i>

Notes:

- Hoping this job can teach some skills and help me get into the JCCC culinary program*
- Prefer meal benefits to help with grocery budget*