

OPENCLASSROOMS

Daily Planning for an effective job search

9:00 AM - 11:00 AM	Search for apprenticeship roles <ul style="list-style-type: none">● Check out job websites, company career pages, and professional networking platforms like LinkedIn.● Identify potential opportunities that align with your skills, interests, and career goals.
11:00 AM - 11:30 AM	Take a short break to refresh and recharge.
11:30 AM - 1:30 PM	Send applications <ul style="list-style-type: none">● Have a proactive approach to applications by tailoring your resume and cover letter for specific job openings.● Submit applications online through company websites or job portals, ensuring to follow application instructions carefully.
1:30 PM - 2:30 PM	Lunch break
2:30 PM - 4:00 PM	Networking and Follow-ups <ul style="list-style-type: none">● Connect with professionals in your industry or field through LinkedIn, industry events, or networking groups.● Follow up with calls or emails regarding previous applications to inquire about application status or express continued interest in opportunities.
4:00 PM - 4:30 PM	Take a short break to refresh and recharge.
4:30 PM - 5:30 PM	Review and prepare <ul style="list-style-type: none">● Review and organize any new contacts, application submissions, or follow-up tasks for the next day.● Plan and prioritize tasks for the following day's job search activities.
5:30 PM - 6:30 PM	Personal Development <ul style="list-style-type: none">● Use the evening hours for personal development activities such as online courses, skill-building exercises, or networking events related to your career goals