



30-DAY JOB SEARCH ACTION PLAN

From Resume to Offer in One Month

Structured job seekers land roles 2x faster than reactive applicants.

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WEEK 1: FOUNDATION (Days 1–7)

- ◆ Day 1: Audit resume, LinkedIn, and online presence
- ◆ Day 2: Define target: 3 roles, 3 industries, 3 cities
- ◆ Day 3: Rebuild resume with ATS keywords + metrics
- ◆ Day 4: Optimize LinkedIn — headline, about, featured
- ◆ Days 5-7: Build target company list of 50 companies

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WEEK 2-3: LAUNCH (Days 8–21)

- ◆ Apply to 5 jobs/day using tailored resumes
- ◆ Reach out to 5 new contacts daily on LinkedIn
- ◆ Set up Google Alerts for target companies
- ◆ Attend 2 networking events (virtual or in-person)
- ◆ Follow up on all applications at 7-day mark

3

WEEK 4: CONVERT (Days 22–30)

- ◆ Thank you emails within 24hrs of every interview
- ◆ Follow up with every recruiter who hasn't responded
- ◆ Evaluate offers using our total compensation calculator
- ◆ Negotiate every offer — even if it's already good
- ◆ Reference check yourself before they do it for you

PRO TIP: Treat the job search like a job. Block 9am-12pm daily for applications and outreach. Evening for research. Consistency over intensity.

Download Our Full 30-Day Tracker at BarcaProduction.com

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