Job Search Task List for

PROJECT MANAGERS

MONDAY

Morning

☐ Create weekly job prospecting goals:
1. Apply to _____ jobs
2. Reach out to _____ new recruiters
3. Post resume on _____ job boards
4. Identify _____ hiring events

☐ Keep track of: job applications, interested companies, recruiter contact information, networking groups, career fairs, etc.

☐ ID a few skills, technologies, or certifications for your 'Need to Learn' list

Afternoon

☐ Optimize resume, adding:
1. Metrics around key accomplishments and KPIs
2. Trainings and certifications

☐ Draft cover letters for Project Manager, Scrum Master and Agile Coach roles

☐ LinkedIn: Ask for 2-3+ recommendations, update 'Featured' section with awards or posts, turn on 'Open to Work'

Job Search Task List for
PROJECT MANAGERS

TUESDAY

Morning

- [ ] Ask 2 people to provide feedback on your resume and LinkedIn

- [ ] Join a local Project Management Institute chapter, follow PMI on social media, and sign up to attend 1-2 events

- [ ] On LinkedIn, search 'Recruiter' within your 1st and 2nd degree connections in a 30-mile radius, then reach out to 5+ recruiters

- [ ] Dice: Post resume, set up job alerts, apply for 5+ jobs

Afternoon

- [ ] Identify 5-10+ companies in your city who hire Project Managers using ChatGPT or another AI tool

- [ ] Review the companies' websites

- [ ] Reach out to a recruiter or talent acquisition specialist at those companies via LinkedIn

- [ ] Review LI's Careers / Job Board, apply for jobs, and follow promising companies

APEX SYSTEMS

Job Search Task List for
PROJECT MANAGERS

WEDNESDAY

Morning

☐ Apply to new jobs on LinkedIn, Indeed and Dice

☐ Complete 1-2+ hours of training in target skills or tools, like Power BI, RPA or Machine Learning for Project Managers

☐ Ask for 1-2+ more LinkedIn recommendations

Afternoon

☐ Use ChatGPT or another AI tool to create a list of "top staffing or recruiting companies who hire Project Managers, Agile Coaches, and Scrum Masters"

☐ Visit each company's website, apply for jobs, and sign up for job alerts

☐ Identify recruiter or talent acquisition professional at each company and reach out via LinkedIn

Job Search Task List for
PROJECT MANAGERS

THURSDAY

Morning

- [ ] Apply to new jobs on LinkedIn, Indeed and Dice

- [ ] Post resume and apply for jobs via 1-2 new job boards, such as CareerBuilder or ZipRecruiter

- [ ] Take 1+ hour of training on in-demand Agile frameworks, such as SAFe

Afternoon

- [ ] Interview Preparation:
  - Watch 'Body Language Tips for Video Interviews' training
  - Compile interview preparation questions
  - Record yourself answering 5+ common PM and Agile interview questions. Play it back and pay attention to wording, pitch, etc.
  - Schedule a 20-30 minute mock interview with someone in your network

- [ ] Follow up with applications submitted in the last 2 weeks

APEX SYSTEMS

Job Search Task List for
PROJECT MANAGERS

FRIDAY

Morning

- ☐ Create a Meetup.com profile and select interests

- ☐ Scope out local Agile, PM and Tech Meetup groups, join 3+ groups, and find a few events to attend in the next month

- ☐ Register for 1-2 virtual or in-person networking events

- ☐ Complete 1-2+ hours of training in target skills or tools, like Jira

- ☐ Practice your elevator pitch for:
  - Networking events
  - Talking to hiring managers

Afternoon

- ☐ Update your tracker

- ☐ Weekly Reflection for 10-15+ minutes:
  - What progress did you make?
  - What did you learn and how will that helpful?
  - What stands out in your LinkedIn recommendations?
  - What might need to be adjusted next week?

- ☐ Do something fun or nice for yourself to celebrate a productive week!