



# TRANSITION CALENDAR

★ TASK ★

PROGRESS

NOV

DEC

JAN

FEB

MAR

APR

7 14 21 28

6 13 20 27

2 9 16 23 30

6 13 20 27

5 12 19 26

3 10 17 24

GATHER EMPLOYMENT RECORDS, PERFORMANCE REPORTS, SECURITY CLEARANCE

BUILD RESUME

SHARE RESUME FOR FEEDBACK

ADJUST RESUME

BUILD LINKEDIN PROFILE

CONNECT WITH 5-10 PEOPLE EACH WEEK IN LINKEDIN

FOLLOW 2 COMPANIES PER WEEK

ASK FOR 2 LINKEDIN RECOMMENDATIONS

NETWORK WITH 4 PREVIOUS COWORKERS, MENTORS, FRIENDS A MONTH

BUSINESS ATTIRE (2 INTERVIEW OUTFITS)

PRACTICE INTERVIEWING

RESEARCH COMPANIES AS YOU APPLY

SEND 2 LETTERS/EMAILS TO NETWORK WEEKLY

APPLY FOR 2 QUALITY JOBS A WEEK

CONNECT WITH 1 VET OR EMPLOYMENT AGENCY A WEEK

GET HIRED