

# Template Plan Spreadsheet & the "One Sentence Summary"

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JOB SEARCH SERIES **PRESENTATION #18**

BEFORE THE JOB SEARCH SUBSERIES

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# Learning Outcomes

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**01**

Understand how to use a spreadsheet to document your Strategic Job Search Plan

**02**

Learn the names and layout for the three tabs in the spreadsheet

**03**

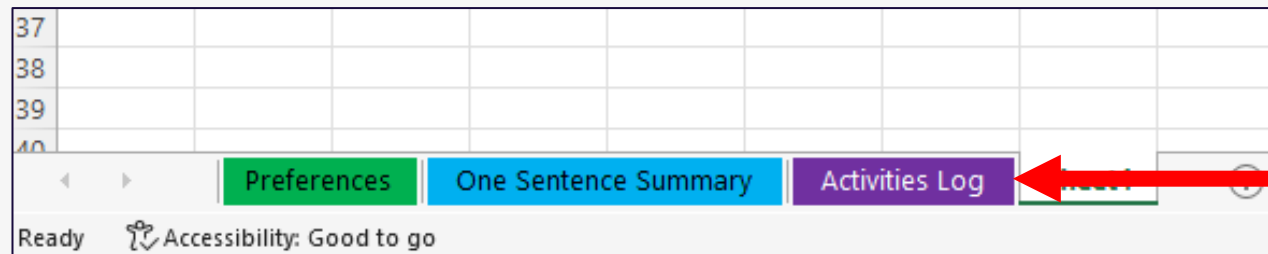
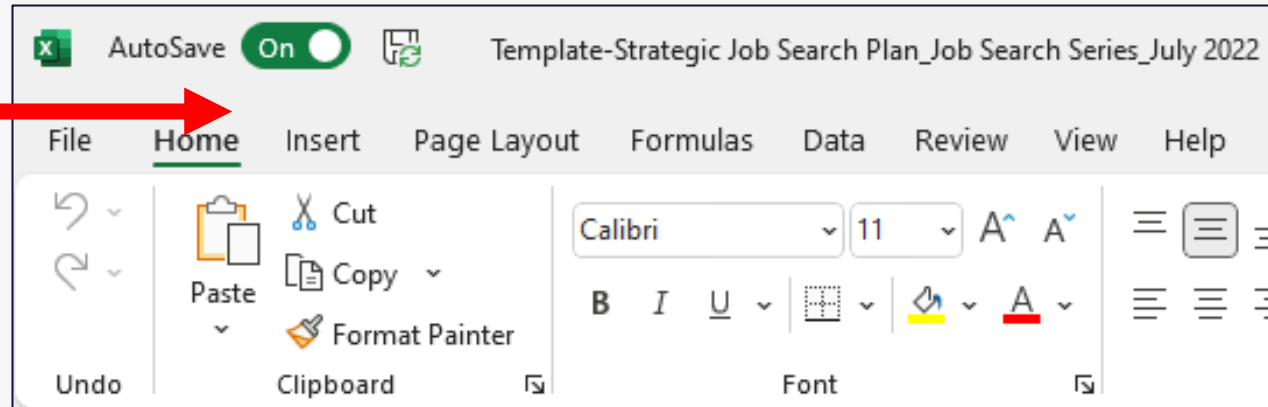
Learn what a One Sentence Job Summary is and why it is important



# Template Strategic Plan Spreadsheet

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Excel



3 Tabs



# Tab 1 - "Preferences"

Target Start Date	Personal Time Commitment	Geographic Preference(s) - Metro Areas Rank	Industry Preference(s)	Companies	Jobs	Notes
January 2023	45 minutes per day	<b>Dallas</b> [Most Preferred]	Energy (General)	TBD	Finance (Internal - FP&A)	
	5 days per week	<b>Houston</b> [Preferred]	Electric Generation	TBD	Finance (External - Corporate Finance)	
		<b>San Antonio</b> [Preferred]	Electric Transmission	TBD	Procurement	
		<b>Austin</b> [Least Preferred]	Electric Distribution	TBD	Risk Management	
			Electric Asset Development	TBD	Trading	
			Renewable Energy (General)	TBD	TBD	
			Petrochemicals	TBD	TBD	
			TBD	TBD	TBD	
			TBD	TBD	TBD	
			TBD	TBD	TBD	
			TBD	TBD	TBD	
			TBD	TBD	TBD	



# Tab 2 - "One Sentence Summary"

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"Starting in January 2023, I want to work in the energy industry in Texas in a finance or supply chain role."



# Answer the “Whys” of the One Sentence Summary

One Sentence Summary	Why?	Why ANSWER
<p>"Starting in January 2023, I want to work in the energy industry in Texas using my experience in finance and supply chain to help my company achieve its strategic business goals."</p>	Why January 2023?	Because I graduate from college in December 2022.
	Why the energy sector?	Because the sector is evolving (largely due to new technologies and environmental concerns), complex, and because people will always need energy.
	Why not more specific in your industry preference?	Because I am just out of school and open to learning anything.
	Why Texas?	Because I like the culture and the local economy is growing.
	Why finance and supply chain jobs?	Because my undergraduate degree is in those areas, so I can support those functions in a company immediately.



# Tab 3 - "Activities Log"

Company	Industry	Location	Job	Activity	Notes	Follow-Up
ExxonMobil	Oil & Gas	Irving, Texas (Dallas Metro)	Procurement Associate	Job Application	Applied for online job posting on 8/1/22	Follow-up with recruiter on 8/15/22 if no update
Fluor Corp.	Engineering & Construction	Irving, Texas (Dallas Metro)	N/A	Informational Interview	Find someone in Fluor's new "renewables construction" business unit and contact for interview	



# Review of Template Spreadsheet & Past Plans

**LIVE ONLY**







# Your Plan Document Can Be Unique

