Example Weekly Job Search To-Do List for a Data Science Professional

Incorporate tasks related to research, candidate marketing (branding), applying, recruiters, interviewing, networking, skills assessment, and skills development.

DAY	MORNING TASKS	AFTERNOON TASKS
Monday	• Ask for 4 LinkedIn recommendations (branding) • Take 'Intro to DevOps' course • Explore job postings avenues through local SQL Server User Group and other Data Meetups	• Reach out to Data/BI recruiters I haven't spoken to in 2 weeks • Apply to 3+ jobs (optimize resume) • Search for statewide virtual career fairs
Tuesday	• Share my resume/LI profile in Jobs Discussion of SQL Server LinkedIn Groups across the state, or region • Read 2 tech trends insights or reports • Look for events/Meetups to attend this month	• Solicit feedback on resume from 3 sources • Apply for 5+ jobs • Sign up for Indeed and Simply Hired
Wednesday	• Take 2-3 relevant technical assessments • Reach out to 2 new recruiters via LinkedIn search • Follow up on all applications from last week (2nd outreach attempt)	• Write 'LinkedIn Publication' on my '6 Take-Aways from Putting DevOps Principles into Practice' • Reach out to former co-workers via LinkedIn for job openings at their current companies
Thursday	• Take 'Body Language for Video Interviews' training • Practice 10 common SQL Server and Power BI interview questions • Practice elevator pitch	• Sign up for job alerts via Indeed, Dice, and ZipRecruiter • Take 'Intermediate Data Science Fundamentals' course
Friday	• Attend Data Science Meetup and share LI profile URL in chat • Apply for 10+ jobs via LinkedIn and Indeed	• If all the above are completed, treat self to frozen yogurt, a bike ride, and reflexology!