Job Search Log

Stay organized in your job search by using a log to keep track of employer correspondence. Make copies as needed.

Company Name:			Website:
			Job Title:
Phone:	Fax:	Email: _	
		tion Deadline:	
☐ Follow-up phone call to	d cover letter (and any other requ confirm receipt of resume and so	chedule interview.	Date sent: Date contacted: □ Send thank you letter after interview.
Company Name:			Website:
Recruiter's Name:			Job Title:
Mailing Address:			
Phone:	Fax:	Email: _	
Position Open:	n Open: Application Deadline:		tion Deadline:
 □ Research company. □ Send resume and targeted cover letter (and any other requested information). □ Follow-up phone call to confirm receipt of resume and schedule interview. □ Interview date:			Date sent: Date contacted: □ Send thank you letter after interview.
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Notes:			

