

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: _____
Recruiter's Name: _____ Job Title: _____
Mailing Address: _____
Phone: _____ Fax: _____ Email: _____
Position Open: _____ Application Deadline: _____

☐ Research company.
☐ Send resume and targeted cover letter (and any other requested information). Date sent: _____
☐ Follow-up phone call to confirm receipt of resume and schedule interview. Date contacted: _____
☐ Interview date: _____ ☐ Send thank you letter after interview.

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