



## JOB SEARCH TRACKING WORKSHEET

It is a good idea to keep track of the details of your job search. At the beginning you may think you can keep track of the details in your head, but as time goes by and you apply for more positions, an organized approach to tracking your efforts becomes necessary.

Job Title: _____	Date Application Submitted: _____
Company Name: _____	How Submitted: _____
Contact Name: _____	Phone Number: _____
Email Address: _____	Resume Version Sent: _____
Date of Follow-up: _____	How I Found Out About this Position: _____
Interview Date: _____	Interview Contact Name(s): _____
Date Thank-You(s) Sent: _____	People I Know at this Company: _____
Status/Notes: _____	
_____	

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