

Organizing Your **Job Search**

Keeping record of the employers you apply with is
an important part of the job search process.

Employer: _____
Contact Person: _____
Title: _____
Address: _____
Phone: _____
E-mail: _____
Web Address: _____

Employer Information:

Application Deadline: _____
Resume/Cover Letter Sent: _____
Interview Date/Time/Place: _____
Thank You Letter Sent: _____

Date	Action Taken	Response