

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