Job Search Record

Company / Organization:

Name: _____

Address: _____

_____

Phone Numbers: _____

Mission: _____

_____

Vision: _____

_____

Overall Goal: _____

_____

URL/Web Address: _____

Other information: _____

_____

_____

Individual Job Application Submitted to:

Name: _____

Address: _____

_____

Phone Number: _____

Email: _____

Contact Record:

Phone Conversations:	Purpose of Phone conversation:	Date:
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Cover letter Submitted: ☐ Yes, copy attached ☐ No _____

Resume Submitted: ☐ Yes, copy attached ☐ No _____

Job Description: ☐ Yes, copy attached ☐ No

Interview Schedule:

Interview Type: ☐ Phone ☐ In Person

Interview Date: _____

Interviewer Name: _____

Interviewer Title: _____

Follow-up Thank You letter Submitted: ☐ Yes ☐ No Date: _____

Notes:

_____

_____

_____

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	_____	_____
	_____	_____
	_____	_____

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Resume Submitted:	☐ Yes, copy attached	☐ No	_____
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(*Repeat as Necessary*)