

Company / Organization Information:

Name:	
Address:	
Phone Number:	
URL/Web Address:	
Other information such as the company mission, vision, and overall goals:	

Individual Job Application Submitted to:

Name:	
Address:	
Phone Number:	
Email:	

Contact Record:

Phone Conversation(s):	Date:	Purpose:
	Date:	Purpose:

Cover Letter Submitted:	Date: Keep a copy with the file.	If you do not get an interview: <ul style="list-style-type: none"> •Did you follow-up? •Did you customize your information for the job? •Does the cover letter or resume have typos?
Resume Submitted:	Date: Keep a copy with the file.	
Job Description:	Keep a copy with the file to help you prepare for your interview.	

Interview Schedule:

Interview Type:	<input type="checkbox"/> Phone Person <input type="checkbox"/> Skype/Web-based <input type="checkbox"/> In Person Group <input type="checkbox"/> In Person		
Interview Date:			
Interviewer Name:			
Interviewer Title:			
Follow-up Thank You Letter Submitted:	Date: Keep a copy with the file.		

Notes: