

# **<u>Company / Organization Information</u>:**

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

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information, please refer to the footer at the bottom of any webpage at illinoisworknet.com.



Cover Letter	Date:	If you do not get an interview:	
Submitted:	Кеер а сору	<ul><li>Did you follow-up?</li></ul>	
	with the file.	<ul> <li>Did you customize your</li> </ul>	
Resume	Date:	information for the job?	
Submitted:	Кеер а сору	<ul> <li>Does the cover letter or</li> </ul>	
	with the file.	resume have typos?	
Job Description:	Keep a copy with the file to help you prepare for		
	your interview.		

#### **Interview Schedule:**

Interview Type:	Phone	e □ Skype/Web-based □ In
	Person	In Person Group
Interview Date:		
Interviewer		
Name:		
Interviewer		
Title:		
Follow-up Thank You		Date:
Letter Submitted:		Keep a copy with the file.

### Notes: