

<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:

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Cover Letter	Date:	If you do not get an interview:	
Submitted:	Кеер а сору	Did you follow-up?	
	with the file.	 Did you customize your 	
Resume	Date:	information for the job?	
Submitted:	Кеер а сору	 Does the cover letter or 	
	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: