Job Search Log

Stay organized in your job search by using a log to keep track of employer correspondence. Make copies as needed.

Company Name:	Website:
Recruiter's Name:	
Mailing Address:	
Phone: Fax:	
Position Open:	
□ Research company. □ Send resume and targeted cover letter (and any other requested information of the properties of the sum of the properties of the sum of the properties of the sum of the properties of the	Date contacted: Send thank you letter after interview.
Company Name:	Website:
Recruiter's Name:	
Mailing Address:	
Phone: Fax:	
Position Open:	Application Deadline:
□ Research company. □ Send resume and targeted cover letter (and any other requested informa □ Follow-up phone call to confirm receipt of resume and schedule intervi □ Interview date: Notes:	Date contacted: □ Send thank you letter after interview.
Company Name:	Website:
Recruiter's Name:	
Mailing Address:	
Phone: Fax:	
Position Open:	Application Deadline:
 □ Research company. □ Send resume and targeted cover letter (and any other requested information of the properties of the propert	Date contacted: Send thank you letter after interview.

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Company Name:	Website:
Recruiter's Name:	Job Title:
Mailing Address:	
Phone: Fax: Email	l:
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