

# Job Search Log

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

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Company Name: \_\_\_\_\_ Website: \_\_\_\_\_  
Recruiter's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Position Open: \_\_\_\_\_ Application Deadline: \_\_\_\_\_

Research company.  
 Send resume and targeted cover letter (and any other requested information). Date sent: \_\_\_\_\_  
 Follow-up phone call to confirm receipt of resume and schedule interview. Date contacted: \_\_\_\_\_  
 Interview date: \_\_\_\_\_  Send thank you letter after interview.

Notes: \_\_\_\_\_

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