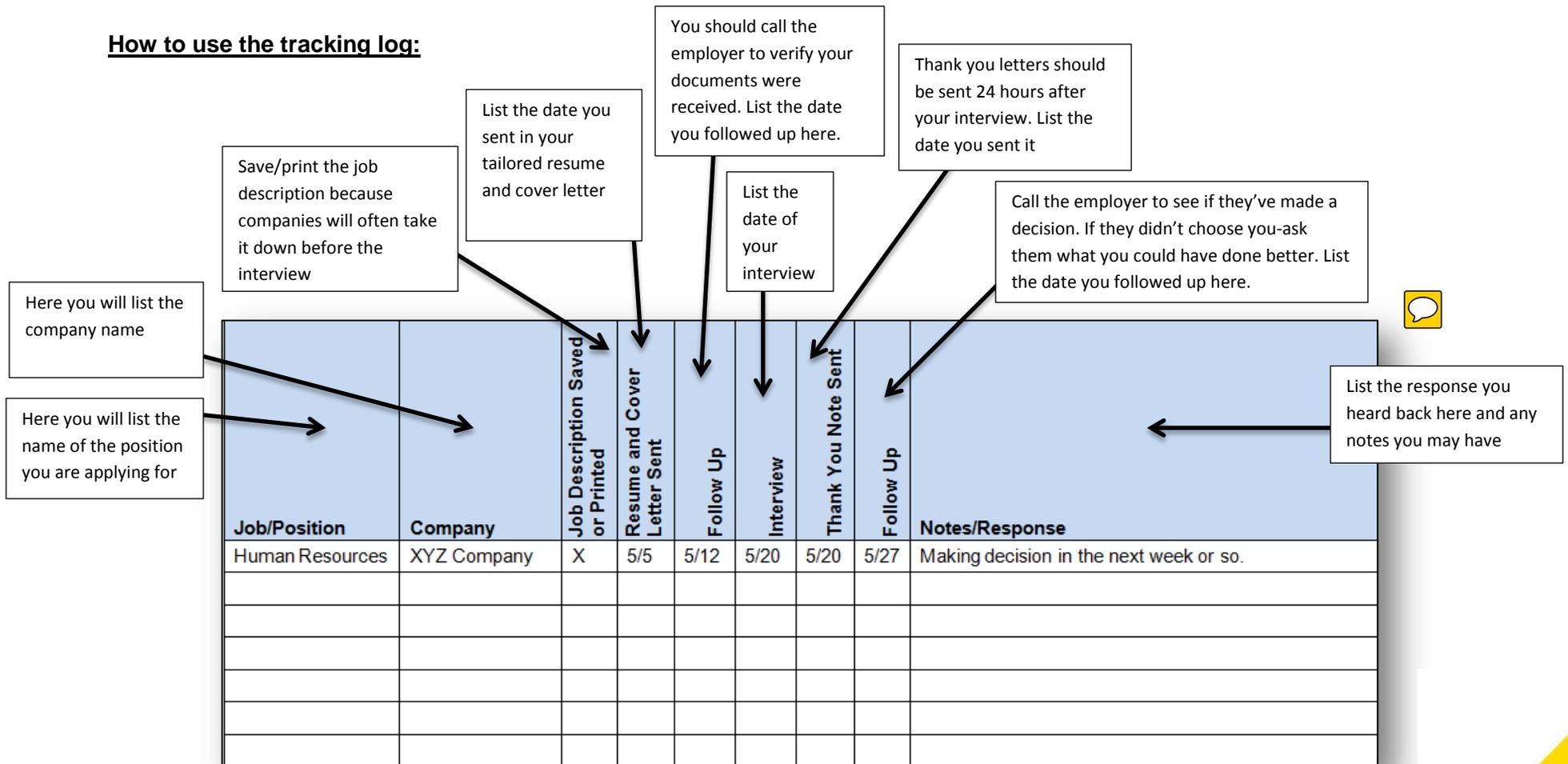


Job Search Tracking Log

We encourage you to utilize this Job Search Tracking Log to help you keep track of your job search process. Rather than waiting to hear from employers, this job search tool encourages you to take a more proactive approach to your job search. By recording your progress, you can track your status in the hiring process for each position, track which positions your marketing documents are working for, and discover which areas you may be struggling in (obtaining interviews, following up, etc.) You will find a sample tracking log below with instructions and one log for you to use in your job search.

How to use the tracking log:



Save/print the job description because companies will often take it down before the interview

List the date you sent in your tailored resume and cover letter

You should call the employer to verify your documents were received. List the date you followed up here.

Thank you letters should be sent 24 hours after your interview. List the date you sent it

List the date of your interview

Call the employer to see if they've made a decision. If they didn't choose you-ask them what you could have done better. List the date you followed up here.

Here you will list the company name

Here you will list the name of the position you are applying for

List the response you heard back here and any notes you may have

Job/Position	Company	Job Description Saved or Printed	Resume and Cover Letter Sent	Follow Up	Interview	Thank You Note Sent	Follow Up	Notes/Response
Human Resources	XYZ Company	X	5/5	5/12	5/20	5/20	5/27	Making decision in the next week or so.

