

Tracking the Job Search Process

Agency: _____
Contact Name: _____
Title: _____
Address: _____
City: _____ State: _____ Zip: _____

Position for which I am applying: _____
Description of Position and Qualifications: _____

Initial cover letter was sent on: _____
In my cover letter, I indicated that I would call to follow-up by: _____

I was / was not granted an interview.
My first interview or round of interviews is/was: _____

I sent a thank you note(s) to:
Name: _____ Date Sent: _____
Name: _____ Date Sent: _____
Name: _____ Date Sent: _____
Name: _____ Date Sent: _____

My second interview or round of interview is/was: _____
I sent a thank you note(s) to:
Name: _____ Date Sent: _____
Name: _____ Date Sent: _____
Name: _____ Date Sent: _____
Name: _____ Date Sent: _____

I was / was not offered the position. If offered, date of offer: _____
I declined / accepted the position on: _____
I sent letters of acceptance outlining salary, benefits, and job responsibilities on: _____
And asked for a written response of any changes by: _____

Other Notes: _____

