Job Search Log

Use this form to keep your job search organized and keep track of job leads you have found and applied to. Here's how to use the form:

Column	Information to Include
Date Found	List the date when you found the job lead.
Job Title	List the title of the job.
Company	List the company name if available.
Source of Lead,	List how you found the lead (through a friend, online ad, social media, etc.).
Type of Lead	Note whether the job was advertised or unadvertised. Tracking this information can help you see, at a glance, whether you are too focused on advertised jobs.
Date Applied	List the date when you submitted your application/resume.
Outcome	Note the result of submitting your application/resume.

Keeping track of your job search efforts can ensure you don't lose important information and help you to spot trends that can help you fine tune your job search efforts.

Where to Get More Job Search Tracking Sheets

You can download a sheet for tracking job interview information here: http://www.careerchoiceguide.com/job-interview-strategy.html
You can download a sheet for tracking detailed information about each job you apply to here: http://www.careerchoiceguide.com/job-search-log.html

Where to Get More Job Search Help

If you:
- Are stuck in your job search but not sure what part of your job search is the problem, my ebook *Job Search Mistakes Exposed* can help. You can get it here:
  https://www.amazon.com/dp/B00EUSMNSK
- Need resume writing help, my book *The Resume Writing Guide* will take you step-by-step through the resume writing process. You can get it on Amazon here:
  https://www.amazon.com/dp/1502429322
- Need help finding good job leads, check the articles on this page of my website:
  www.careerchoiceguide.com/job-search-networking.html

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Date Found	Job Title	Company	Source of Lead	Type of Lead	Date Applied	Outcome