



Use this tracking sheet to keep track of each job you have applied to so you'll know which companies you have approached, and if you get stuck in your job search, you can look for patterns in the type of job leads you are pursuing.

Some Clarification on Sections of the Form

Source of Company Research Information – Note where you can find information about the company so you can do some research and write a more targeted resume and cover letter.

Company Contact Information – Note the employer's name, phone number, email address and any other contact information you have been provided.

How Resume was Submitted -Did you email your resume, submit it in person etc.?

Version of Resume Sent – Note the file name you used to save the version of the resume you sent so, if you're using multiple resumes, you'll know exactly which version the employer has.

Version of Cover Letter Sent - Note the file name you used to save the version of the cover letter you sent so you'll know exactly which version the employer has.

Any Follow Up After Sending Resume – Note whether follow up is permitted at this stage and, if permitted, did you do any follow up.

Where to Get Additional 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 general information about each job you apply to on one page 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 book *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



RESUMES SENT - TRACKING SHEET

Job Applied To: _____

Date When Lead was Found: _____ Date Applied: _____

Source of Job Lead: _____

Details About the Job: _____

Details About the Company: _____

Source of Company Research Information: _____

Company Contact Information _____

How Resume was Submitted: _____

Version of Resume Sent: _____

Version of Cover Letter Sent: _____

Any Follow Up After Sending Resume: _____

Interview Y/N: _____ Interview Date & Time: _____

Location of Interview: _____

Name of Interviewer(s): _____

Notes: _____
