

Company / Organization Information:

Name:	
Address:	
Phone Number:	
URL/Web Address:	
Other information	
such as the company	
mission, vision, and	
overall goals:	

Individual Job Application Submitted to:

Name:	
Address:	
Phone Number:	
Email:	

Contact Record:

Phone	Date:	Purpose:			
Conversation(s):					
	Date:	Purpose:			
Cover Letter	Date:		If you do not get an interview:		
Submitted:	Keep a copy with the file.		• Did you follow-up?		
Resume Submitted:	Date:		• Did you customize your information for the job?		
	Keep a cop	y with the file.	• Does the cover letter or resume have typos?		
Job Description:	Keep a copy with the file to help you prepare for your interview.				

Interview Schedule:

Interview Type:	Phone	□ Sł	kype/Web-based	🗆 In Person	🗆 In Person Group
Interview Date:					
Interviewer Name:					
Interviewer Title:					
Follow-up Thank You Letter Submitted:			Date:		
			Keep a copy with t	he file.	

Notes:

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information, please refer to the footer at the bottom of any webpage at illinoisworknet.com.