

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 Conversation(s):	Date:	Purpose:
	Date:	Purpose:
Cover Letter Submitted:	Date: Keep a copy with the file.	If you do not get an interview: <ul style="list-style-type: none"> • Did you follow-up? • Did you customize your information for the job? • Does the cover letter or resume have typos?
Resume Submitted:	Date: Keep a copy with the file.	
Job Description:	Keep a copy with the file to help you prepare for your interview.	

Interview Schedule:

Interview Type:	<input type="checkbox"/> Phone <input type="checkbox"/> Skype/Web-based <input type="checkbox"/> In Person <input type="checkbox"/> In Person Group			
Interview Date:				
Interviewer Name:				
Interviewer Title:				
Follow-up Thank You Letter Submitted:	Date: Keep a copy with the file.			

Notes: