

# Job Search Sheet

(link to [www.SayMyCareer.com](http://www.SayMyCareer.com) for job search directories)

Career Position	Job Requirements / Responsibilities	Contact Info	Action Steps
<p>position: _____                      company: _____                      www: _____                      where found: _____                      ref #: _____</p> <p><b>1 information:</b></p>	<p><b>notes:</b></p>	<p>contact-1: _____                      tele: _____                      fax: _____                      email: _____                      contact-2: _____                      tele: _____                      fax: _____                      email: _____                      contact-3: _____                      tele: _____                      email: _____</p>	<p><input type="checkbox"/> resume sent  <input type="checkbox"/> telephone interview  <input type="checkbox"/> in-house interview  <input type="checkbox"/> follow-up letter  <input type="checkbox"/> other: _____</p> <p><b>notes:</b></p>
<p>position: _____                      company: _____                      www: _____                      where found: _____                      ref #: _____</p> <p><b>2 information:</b></p>	<p><b>notes:</b></p>	<p>contact-1: _____                      tele: _____                      fax: _____                      email: _____                      contact-2: _____                      tele: _____                      fax: _____                      email: _____                      contact-3: _____                      tele: _____                      email: _____</p>	<p><input type="checkbox"/> resume sent  <input type="checkbox"/> telephone interview  <input type="checkbox"/> in-house interview  <input type="checkbox"/> follow-up letter  <input type="checkbox"/> other: _____</p> <p><b>notes:</b></p>
<p>position: _____                      company: _____                      www: _____                      where found: _____                      ref #: _____</p> <p><b>3 information:</b></p>	<p><b>notes:</b></p>	<p>contact-1: _____                      tele: _____                      fax: _____                      email: _____                      contact-2: _____                      tele: _____                      fax: _____                      email: _____                      contact-3: _____                      tele: _____                      email: _____</p>	<p><input type="checkbox"/> resume sent  <input type="checkbox"/> telephone interview  <input type="checkbox"/> in-house interview  <input type="checkbox"/> follow-up letter  <input type="checkbox"/> other: _____</p> <p><b>notes:</b></p>

# Career Planning Assessment

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Career Type Desired	Potential Growth %	Median Earnings	Job Requirements	Notes
1:				
2:				
3:				
4:				
5:				
6:				