

Job Search Sheet

(link to 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>1 information:</p>	<p>notes:</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>notes:</p>
<p>position: _____ company: _____ www: _____ where found: _____ ref #: _____</p> <p>2 information:</p>	<p>notes:</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>notes:</p>
<p>position: _____ company: _____ www: _____ where found: _____ ref #: _____</p> <p>3 information:</p>	<p>notes:</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>notes:</p>