

Keep Track of Your Applications

Name of Company: _____

Position: _____

Contact: _____

ACTIVITY LOG

Date	Activity	Notes
	Research organization	
	Identify appropriate contact person	
	Initiate contact Method (phone, email, etc...):	
	Write cover or e-letter (as appropriate)	
	Send resume	
	Follow-up call/email	
	Interview	
	Send thank you note	
	Additional follow-up	