

Job Search Log

Company Name/ Contact Name	Job Title	Date Applied	Website	Follow-Up/Next Steps
ABC Company – Sally Smith	Assistant	DD/MM/YYYY	www.sample.com	- call on the 20 th to check on status of application
XYZ Corporation – Joe Smith	Tech Assistant	DD/MM/YYYY	www.website.com	- interview scheduled for 10 th , check with faculty for any background or info on company