

JOB SEARCH RECORD KEEPER

Company Information

Company: _____

Date Resume Sent: _____

Address: _____

Date of Follow-up Call: _____

Job Title: _____

Interview Information

Date of Interview: _____

Location: _____

Interviewer 1: _____

Thank You Sent: _____

Interviewer 2: _____

Thank You Sent: _____

Interviewer 3: _____

Thank You Sent: _____

Date You Will Hear Back: _____

Follow-Up Call: _____

Job Offer Information

Date They Need Decision: _____

Salary Offered: _____

Bonus/Other: _____

Benefits: _____

Notes: _____

Thank You Note Sent: _____

*Job Search Record Keeper, Career Development Center, Albright College, Reading, Pennsylvania.
Retrieved from <http://www.albright.edu/resources/careercenter>*



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