

Name: _____

Employment Counselor: _____

INTERNET JOB SEARCH LOG

Stay organized in your job search via the internet by using a log to keep track of your activity. Turn in to your Employment Counselor as directed to verify your hours of required participation.

Date:		Time:	
Organization:		Website:	
Address:			
Phone:		Fax:	
Email:		Contact Person:	
Position:		Location:	
Online Profile Completed ?	Y / N	Online Application Completed ?	Y / N
Resume submitted?	Y / N	Cover letter attached?	Y / N
Receipt of application confirmed?	Y / N	Interview/s scheduled?	Y / N
Thank you letter sent?	Y / N	Date/s:	
Physical required	Y / N	Date:	
Drug Screen			
Y / N			
Date:			
Comments / Additional Information:			

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Employment Counselor: _____

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