

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	Date/s:
Thank you letter sent?	Y / N				
Physical required	Y / N	Date:	Drug Screen	Y / N	Date:
Comments / Additional Information:					

Date:			Time:		
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