



Job Tracking Sheet

As you go through the job hunt process, you must track your job leads and correspondence. Companies like to be remembered and feel special. When you're sending 20 cover letters a day, it's easy to get lost as to what you sent and to whom.

A good tracking sheet contains items such as:

- Job description
- Source of job posting
- All contact information for hiring managers
- Follow up details (including initial contact dates, first and second follow up, interview dates)

Complete the Job Tracking Spreadsheet that I've provided for you. Be creative. Add more fields/worksheets if you need to but only as much as you can handle in an organized manner.

Additional worksheets you might want to consider creating:

1. Recruiters you're in contact with
2. Direct hire leads
3. Job boards you're listed in
4. Cover letters (so that you can keep track of any customized cover letters you create)
5. A worksheet for very active job boards like Monster and Indeed