

Job Search Organizational Tool

This tool contains excerpts from the book How to GET A JOB in a Tight Economy. Order the book now at www.sunsetharborgroup.com/book.htm for more help on this and many other important job search topics.

Initial/Last Contact Dates	Company Name	Contact Name(s)	Contact Method	Notes	Status	Next Steps
<i>Example:</i>						
7/29/02	Zoom Technologies	Sam Noname	Email to snoname@zoom.com on 7/29/02	Seeking to fill job by 8/10/02	Sent resume and followed up with msg. To S. noname.	Follow up with S. Noname to set up time to talk further live.

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