

Insert Career  
Center Logo Here

## JOB SEARCH RECORD SHEET

Week of: \_\_\_\_\_

Date of Contact	Name, Address, Phone # of Employer	Method of Contact*	Position applied for	Interview and/or Application**	Name & Title of Person Seen	Skills Needed for Job	Follow-up Action and Date

\*T=Telephone; P=Person; R=Resume      \*\*A=Application; I=Interview