COLLEGE of CHARLESTON
ALUMNI ASSOCIATION
1770

Job Tracking Worksheet

When you begin the job search process, you will soon find yourself applying to multiple positions at various companies. In order to stay organized and minimize confusion, use this worksheet to help keep track. TIP: Remember to save an electronic or hard copy of all job descriptions you apply for. They can be helpful in reminding you of the exact job title and job responsibilities as well as help predict potential interview questions. And if you are offered and accept the job, you can use the job description to update your resume.

Company Name	Position	Contact Person (Name & info)	Date Applied	Follow-up Date	Interview Date	Follow-up Date