

Job Search Record – Getting Organized

NMHU Career Services Center, Felix Martinez Building, Room 230, 454-3038

POSITION APPLYING FOR: _____

COMPANY/EMPLOYER

Name: _____

Address: _____

Phone numbers: _____

Contact name: _____

URL/Web address: _____

Company hours: _____

Other information: _____

JOB APPLICATION SUBMITTED TO

Name: _____

Address: _____

Phone Number: _____

Email: _____

SUBMITTED

HOW SUBMITTED

DATE

Cover Letter: _____ ☐ Yes ☐ No ☐ Mailed ☐ Online ☐ In Person _____

Resume: _____ ☐ Yes ☐ No ☐ Mailed ☐ Online ☐ In Person _____

Job Application: _____ ☐ Yes ☐ No ☐ Mailed ☐ Online ☐ In Person _____

Reference list/Letters: _____ ☐ Yes ☐ No ☐ Mailed ☐ Online ☐ In Person _____

List other material required/submitted: _____

APPLICATION MATERIAL FOLLOW UP

DATE

Phone call on application status: _____

INTERVIEW SCHEDULE

Interview Type: ☐ Phone ☐ In Person ☐ Web/Video ☐ Other: _____

Interview Date: _____

Interviewer Name: _____

Interviewer Title: _____

INTERVIEW FOLLOW UP

DATE

Thank You Letter: _____

Phone Calls: _____

Employer response: _____

NOTES: