

Creating an Application or Job Tracking System



Alumni & Career Services

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Office Hours: M-F, 8:30 a.m. to 5 p.m. | Drop In Hours: M-F, 2 to 4 p.m.

When conducting a job/internship/graduate school search, you will be speaking with many different people in many different organizations. Keeping your communication organized will help manage the process. Therefore, it is beneficial to create a log (using Word, an Excel spreadsheet or a just a notebook or calendar), to identify when you speak and interact with each employer.

SAMPLE LOG – Example 1

Company/ Organization Name						
Title/Position #	<i>Be sure to record the accurate title and/or position number for the position to which you apply.</i>					
Name of Contact	Contact Email	Deadline for application	Date Resume/ Application Sent	Follow Up Date	Interview Date	Thank You Letter Sent
Contact Title	Contact Phone	<i>Save a copy of the position description because it may be taken off line once the position closes.</i>	<i>It's not a bad thing to apply ahead of the deadline-- applications are often reviewed as they come in</i>	<i>Set yourself a date on which you plan to follow up. Make sure you do it.</i>		<i>It should be sent immediately following the interview</i>
Company Address						
Communication Dates	Content of Communications <i>You might include a rating of how interested you are, anyone you know who works here, interesting tidbits of info you picked up about the organization, etc.</i>					

SAMPLE LOG – Example 2

Organization	Website	Position	Deadline to apply	Contact #1	Contact #2	Date Contacted	Follow up date	Notes

Additional Columns: Notes, Positions Available, Applied Date, Follow-up Date, Application Instructions, Field/Industry, Division, Department, LinkedIn address