SAMPLE JOB SEARCH TRACKING SHEET

Company Name	Where did this lead come from?	Website	Employees I know there	Job titles of interest	What I learned from Info Interview	Method and date submitted resume	Resume follow-up call date	Interview date(s)	Questions for interview	Notes from interview	Interview follow-up date
Enterprise Rent-A-Car	U of U Career Fair	www.enterprise.com	Melissa Ceballos	Mgt. Trainee	Company promotes from within						
Del Sol											
Ferguson											
Target											
L-3 Communications											
Northwestern Mutual											
Sovereign Financial Group											

Career Services
THE UNIVERSITY OF UTAH