



Geiser House • 610-921-7630 • elcdc@albright.edu • www.albright.edu/elcdc

Job Search Record Keeper

Company Info

Company: _____ Date Resume Sent: _____

Address: _____ Date of Follow-up Call: _____

Job Title: _____

Notes: _____

Interview Info

Date of Interview: _____ Location: _____

Interviewer 1: _____ Thank You Sent: _____

Interviewer 2: _____ Thank You Sent: _____

Interviewer 3: _____ Thank You Sent: _____

Date You Will Hear: _____ Follow-up Call: _____

Job Offer Info

Job Offer - Date They Need Decision: _____ No Job Offer – Ask for Feedback

Salary Offered: _____ Bonus/ Other \$: _____

Package Evaluation _____ Their Advice: _____

Notes: _____ Send thank-you/express future interest: _____

Company Info

Company: _____ Date Resume Sent: _____

Address: _____ Date of Follow-up Call: _____

Job Title: _____

Notes: _____

Interview Info

Date of Interview: _____ Location: _____

Interviewer 1: _____ Thank You Sent: _____

Interviewer 2: _____ Thank You Sent: _____

Interviewer 3: _____ Thank You Sent: _____

Date You Will Hear: _____ Follow-up Call: _____

Job Offer Info

Job Offer - Date They Need Decision: _____ No Job Offer – Ask for Feedback

Salary Offered: _____ Bonus/ Other \$: _____

Package Evaluation _____ Their Advice: _____

Notes: _____ Send thank-you/express future interest: _____