

Employer Target List

You will be contacting many employers during your job search. It is important to keep a record of each contact, the results of the contact and the follow-up steps which are necessary. Organizing this information will help you be more effective in your job search. Use the form below to keep track of every contact with a potential employer and the results of that contact.

Company	Phone	Contact Person/Title	Position Applied For	Date	Type Of Contact	Response or Result	Date To Check Back	Thank You Note Sent

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