JOB SEARCH LOG (Adapted from NYS Dept of Labor)

Businesses/Employers Contacted: List jobs you have applied for, interviews you have attended, and businesses/employers you have contacted during the week shown above. All columns should be filled in to the best of your ability. Use additional sheets of paper if needed. The first row is an example.

Date of contact	**Position applied for**	**Business name**	**Name and title of person contacted** (if known)	**Method of contact** (In person, phone, fax, email, web site, etc.)	**Contact information for method of contact listed** (address, telephone number, email, website/URL, fax number)	**Result of contact** (if known) (Interview, waiting for response, not hired)
6/4/20	Clerk	ABC Industries	John Smith, HR Director	Email	j.smith@abcinc.com	Set Up Interview