

Job Applications Tracker

Record dates of completion for each of the following tasks as you apply to various positions. *If you prefer working on a computer, create a spreadsheet or table using these headings!*

| | | | |
|--------------------------|--|--|--|
| Company | | | |
| Position Title | | | |
| Date of Posting | | | |
| Posting URL | | | |
| Application Deadline | | | |
| Resume Revision | | | |
| Cover Letter Revision | | | |
| Submission Date | | | |
| Date of Follow Up | | | |
| Date of Thank You Letter | | | |