

Job Search Tracker

Track every application in one place. Look at what you did each week, not just what came back.

WEEKLY TARGET

Week of _____

Target

Done

Tailored applications

Follow ups sent

Conversations or calls

Search hours

Day off from searching

One thing to change

TIPS

- Set a weekly target you control, such as a number of tailored applications and two or three conversations.
- Search in fixed blocks and keep at least one full day a week with no job search.
- Send a short thank you email within 24 hours of an interview, mentioning one specific thing you talked about.
- Not heard back by the date they gave? Wait two or three business days, then send one polite check in.
- Follow up once more at most, then keep applying elsewhere.
- If weeks go by with no replies, change one thing at a time so you can tell what helped.

APPLICATIONS

Status: applied, followed up, interview, offer, closed. Next step: what you will do and the date.

Company	Role	Date applied	Contact	Next step	Status

[illegible]