Job Title	Employer	Location	Pay Rate	Application Deadline	Cover Letter Required?	Additional Documents Required?	Date Posted	Date Applied	Follow-Up						
listing here	Use this column to save the link to the	Consider linking a		Stay organized! Keep			If there's no application deadline		You can follow up a week after the deadline						
and add your	company "About"	Google Map here so	This is helpful when	track of deadlines here. If there's no deadline		Some positions may want a portfolio or sample of relevant	listed, the date the		for the application						
week	heinful when crafting	keep up looking	g positions. If the rate	listed, make one for	Cover letter should be	work. Note: If you see a lot of job	will be heleful for	Keep track of when you applied	passes if you haven't heard back. You might						
"Keywords for My Search"	your cover letter so you can speak to the	employer to your	looking up the	after the job posting is	position you're applying	ads requiring a portfolio and you don't have one, consider making	you to know approximately how	of when to follow up, especially it	also consider following up sooner, depending						
	company's mission.		position on Glassdoor					there's no deadline.	on the position.						

Keywords	What's a Keyword?
	on "Marketing": Many of the same types of
Marketing assistant	jobs are titled differently.
Marketing coordinator	
Marketing advisor	combinations to help you
Communication assista	
Communication coordi	
Communication adviso	
Public relations coordin	
Creative accordate	different from what you're

Job Titles	Employer	Description of Employer	City/State/Country	Tips!										
	Save the link to the careers pages for your dream employers	Make a note for yourself about the employer so you remember why you liked them.	have to keep up looking	Want to find employers in a specific location? Google search to find your selected city's business directory, businesses are typically sorted by category.										

Note the same between the Control of the Control of

					What We											
Name	Title	Their Employer	Contact Info	How We Met	Discussed	Date Followed Up	Action Items?	Tip!								
				Take some notes		Keep track of when you										
Use this sheet to				for yourself so		reach out, in case you										
help keep track o	f			you can remind		need to reach out again										
professionals				them when you			Keep track of									
you've spoken to				follow up! This is		appropriate if you	what you said									
regarding		You can link their		particularly		haven't gotten a	you'd do and	Eckerd College								
positions in your		company		helpful to keep		response, unless the	what your next	LinkedIn								
field.		information here		track of when we		matter is more timely)	steps are.	Alumni Network								