

Job Title	Employer	Location	Pay Rate	Application Deadline	Cover Letter Required?	Additional Documents Required?	Date Posted	Date Applied	Follow-Up
Link the job listing here and add your job titles to help when calling you "Keywords for My Search" you can link to the company's mission.	Use this column to save the link to the company "about" page. This will be helpful when calling the employer to your company's mission.	Consider linking a Google Map here so you don't have to keep up looking directions from the employer to your home	This is helpful when comparing/evaluating positions. If the rate is unlimited, consider looking up the position on <a href="#">Glassdoor</a> .	Stay organized! Keep track of deadlines here. If there's no deadline listed, make one for yourself. 1-2 weeks after the job posting is ideal.	Cover letter should be tailored specifically to the position you're applying for.	Some positions may want a portfolio or sample of relevant work. Note if you see a lot of jobs requiring a portfolio and you don't have one, consider making one!	If there's no application deadline listed, the date the position was posted will be helpful for you to know approximately how long the position will	Keep track of when you applied to positions so you have a sense of when to follow-up, especially if there's no deadline.	You can follow up a week after the deadline for the application period if you haven't heard back. You might also consider following up sooner, depending on the position.





Job Boards and Listservs to Check	What's a Job Board (and How Do I Find One)?	What's a Listserv?	Job Boards We've Already Found for You!
You can often sign up for e-mail alerts from these boards!	A job board is a digital space with postings for jobs. Indeed.com is an example of a very broad job board. Look for more specific job boards within your field. You can often find these by	A listserv is usually an e-mail thread you can subscribe to; many fields have them. They may	<a href="https://careers.cachet.edu/">https://careers.cachet.edu/</a> <a href="http://falconjobboards.edu/">http://falconjobboards.edu/</a>

