


JOB APPLICATIONS TRACKER

Each time you apply for a job, add basic information about the company along with your communication with the employer or recruiter, action items, deadlines, and next steps here.

Date Applied	Company Name	Position	Salary	Location	Contact Info	Status	Action Item & Deadline	Additional Notes
1/4/2019	REI	Program Manager, Marketing Integration	\$70-106K (estimated)	Kent, WA	Name: Jane Doe, Talent Acquisition Partner Phone Number: (XXX) XXX-XXXX Email Address: XXXX@rei.com	Had phone interview on 1/8/2019; awaiting next steps from recruiter	 Send thank-you note (1/9/2019)	Phone interview with Jane went great – next step is in-person interview with hiring manager in next 7-10 days. Work from home available sometimes, fun culture.

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