

HOW TO SET UP AND USE YOUR CONTACT INFORMATION NOTEBOOK

TO MANAGE YOUR JOB SEARCH



The purpose of the Contact Information Notebook is to help you organize the details of your job search. You will use it to track the activities associated with your job search.

Follow the easy instructions below to assemble and use your Contact Information Notebook:

What You Will Need:

- 1 Three-ring binder notebook
- 1 Set—A-Z divider tabs
- Several copies of the Contact
 Information Form (see page 2)

66 Using the Contact Information Notebook will dramatically help you in organizing a successful and productive job search.
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- 1. Using a three-ring binder, add the A-Z tabs.
- Make several copies of the Contact Information Form and add them to the front pocket of your three-ring binder.
- 3. For each company you contact regarding a job you will start a new Contact Information Form. Alphabetize your form by the company name.
- 4. Use your Contact Information Form to document all activities. Be as detailed as possible.
- When a potential employer calls to discuss employment opportunities you will have the information you need at your fingertips. TIP: Keep your contact Information Notebook by your phone.

Visit our Career Center Online for More Help ▶ ▶ ▶



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Contact Information Form

Company Name:					
Address:				e:Zip:	
	et Name:				
Telephone Number: F					
Email	Address:				
Us	e this area to cut and paste a classified ac	Information and or a job posting. When a potential emp		on easily available for reference.	
Date	Why Contacted Sent résumé, phone interview, sent thank you note, follow up call, etc.	Who Contacted Put the name/s of the person/s you contacted or spoke to here	Special Notes Add notes about what happened during the "Why Contacted"	Follow Up Date Add the date that you want to follow up. Usually no more than seven days	
				is appropriate.	