



Contact Information Notebook

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:

“Using the Contact Information Notebook will dramatically help you in organizing a successful and productive job search.”

1. Using a three-ring binder, add the A-Z tabs.
2. 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.
5. 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 ▶▶▶

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)



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