Job or Internship Search Worksheet

Date and Time	**Employer Name** *Address, phone, email, website*	**How Contacted** *Phone, email, online*	**Contact Name**	**Contact Email or Phone**	**Position Applied For** *Include a link, if available*	**Status** *Pending, declined, interview, hired*	**Notes**
October 18 at noon	Acme Consulting	Email	Mary Jane Jenkins	mjjenkins@acme.com	Marketing Specialist	Pending	Sent application directly to Mary Janes, as suggested by Joe Wilson, my friend who works in the Marketing Department