

JOB SEARCH TRACKING SHEET

Instructions: Complete the Position Criteria section, using the job description as your guide. Then list your skills (including transferrable skills) from your relevant experience to compare.

Company/Organization:	Website Address:
Website Username:	Website Password:
Position Title/Purpose:	
POSITION CRITERIA	YOUR RELEVANT EXPERIENCE
Education and Experience:	
Other Qualifications:	
Duties and Responsibilities:	
SUMMARY	
Overall strengths related to this position:	
Overall development needs related to this position:	
ACTION TAKEN	
<input type="checkbox"/> Submit resume _____ (date) <input type="checkbox"/> Submit cover letter _____ (date)	
FOLLOW UP	
<input type="checkbox"/> Interview _____ (date) <input type="checkbox"/> Send thank you letter _____ (date)	
Progress:	