

Note: This may be printed and hand written or typed. It is best to hand-write this so that it can be carried with you and so that you have this log immediately available when you receive calls. Keep detailed notes of each contact. When your search is concluded it is a good idea to keep this log for your future reference.

Company Name:

Company Address:

Contact Person(s):

Phone Number(s):

Title or position(s) sought:

Date advertised (if applicable):

Date Mailed:

Date Emailed:

Date of 1st call:

Date of 2nd call:

Date of 3rd call:

Notes:

Company Name:

Company Address:

Contact Person(s):

Phone Number(s):

Title or position(s) sought:

Date advertised (if applicable):

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