

## Employer Contact Log

**Company Name:** \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

Contact address: \_\_\_\_\_

Resource used to find position: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Position sought: \_\_\_\_\_

	Date	Description of contact (e.g., sent cover letter and resume via e-mail)	Results/Notes (e.g., granted interview)
Initial contact			
Follow-up			
Interview			
Thank-you letter			
Additional follow-up			

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