

## **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.*

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