To Use On Paper
PRINT AND HANDWRITE Information
And EMAIL Job Descriptions
To Yourself For Reference

To Use On Computer
Download File Into Google Sheets
or Microsoft Excel. Save it.
Then Input Information.

APPLICATION LOG

Date Applied	Company Name	Job Title Applied For & Job Number	Job Posting Website Address, Search Site, etc	Employer Contact Information	Employer Follow Up Outcome	Notes (Date to call back, impressions from contact, feedback, etc)