UC Davis Internship & Career Center

Information Tracker for Job Applications

Use this chart to keep track of all positions you apply to. This way you will always know what you sent out and when.

Organization	**Position Title**	**Date Submitted**	**Materials Sent** (ie- Resume, Cover Letter, Application, Transcript)	**Follow Up** (email or call 1-2 weeks after submission)	**Expected Contact/Interview Date**	**Thank You Letter or email** (Send a brief note via email or snail mail 1-2 days after interview)
Example: ABC Company	Consultant	3/14/2008	Resume #3 & Cover Letter #2	Email to Elvis 4/1/08	4/30/2008	Email to Elvis 5/2/08