

Job Search Employer Record

Employer Name	Website:
Address	Phone:
City, State, Zip	Website Username/Password:
Position Title:	
POSITION CRITERIA	MY RELEVANT SKILLS AND EXPERIENCE
Education:	
Preferred Qualifications:	
Duties and Responsibilities:	
Computer/Technical Skills Desired:	
SUMMARY	
Overall strengths related to this position	
Overall deficiencies related to this position	
ACTION TAKEN	
Submit Resume	Submit Cover Letter
FOLLOW-UP	
Interview	Thank You Letter Sent
Notes:	