

TRACKER

Job Search Tracker

A printable tracker to keep every application, contact, and follow-up in one place. Pair with the spreadsheet version in the Resource Hub.

How to use it

- Print one page per week, or one page per 10 applications.
- Fill in immediately after applying — memory fades fast.
- Schedule a 20-minute Friday review to update statuses and plan follow-ups.

Columns to capture

- Company · Role · Source (LinkedIn, referral, recruiter)
- Date applied · Resume version used · Cover letter version
- Contact person · Their role · Outreach date
- Next step · Date of next step · Status (Applied / Replied / Interview / Offer / Closed)

Weekly targets (suggested)

- 5–8 high-quality applications.
- 3 networking conversations.
- 2 follow-ups on prior applications.

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