
JOB LEADS WORKSHEET

Employer:

Contact Person (s):

Address:

Phone:

Fax:

Email:

Website:

Where Did I find About This Position/When?

Resume Sent (Yes/No):

When/How (Fax, Email, Mail, Online, etc.):

Follow-up (Date, Method, etc.)?

Did I Receive A Response?

Suggested Actions:

Results:

Comments/Notes: