

ALBERTA WORK SEARCH ONLINE



>> Contact tracking worksheet

Make several copies of this worksheet. Use it to keep track of who you contacted, when and what was said (for example, when you going to make a follow-up call).

Contact

Name

Organization

Address

Phone

Email

Website address

Date and time of contact

Comments

Resumé sent

Thank you note or
email sent

Other follow up

Contact

Name

Organization

Address

Phone

Email

Website address

Date and time of contact

Comments

Resumé sent

Thank you note or
email sent

Other follow up
