

# Daily Job Searching Guide

Date: \_\_\_\_\_

*The Daily Job Searching Guide should be used by anyone and everyone seeking a new job. Finding a new job, whether you are employed or in transition, can become a taunting task very quickly. This guide allows you to organize and track your daily activity. More importantly, it helps you compile the necessary information to follow up on the jobs you want most. Complete this guide every day with the activity you completed.*

## Networking with Head Hunters, Recruiters, Staffing Agencies and industry professionals

Company	Person	Phone Number	Email	Job/opportunity discussed

## Jobs applied to

Company	Position	Phone Number/Email	Hiring manager/Recruiter	Call/email contact – yes/no