

CareerSMARTZ (CS32)

A highly effective career success strategy built around “Find a need and fill it.”

My Employment Applications Logbook

Use additional forms if more space is needed

(1) Blindly inquire - by visiting, calling or sending a letter or email directly to employers asking about possible employment opportunities (when no help-wanted ads for your desired position have been publicly posted by the employer).

Employer name:	Preferred Contact Strategy:	Notes:	Outcome:	Next step:

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(2) **Respond to help-wanted ads** – by visiting, calling or sending a letter or email in response to a help-wanted ad posted publicly by an employer.

Employer name:	Preferred Contact Strategy:	Position advertised:	Outcome:	Next step:

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(3) Complete an application form – made available from an employer (either in print or online at the employer’s website). This could be done for an advertised position or simply to submit your credentials for future consideration.

Employer name:	Strategy used:	Position desired:	Outcome:	Next step:

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(4) Attend a Job Fair – where you could speak directly to potential employers and present your resume. This could be done for an advertised or open position or simply to submit your credentials for future consideration.

Employer name:	Spoke to:	Position desired:	Outcome:	Next step:

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(5) **Post your resume online** – with any number of resume banks and hope employers will find you and contact you to discuss employment.

Resume bank:	Date posted:	Outcome:	Next step:	

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(6) Register with an employment service – such as a public employment service, private employment agency or recruiting firm, or your college Career Center to learn about employment openings and opportunities.

Service used:	Spoke with:	Notes:	Outcome:	Next step:

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(7) Ask your family, friends, and personal contacts for referrals or personal introductions - where your team members refer you to employment opportunities known to them or be willing to walk your resume into their place of employment.

Contact name:	Date:	Assistance offered:	Outcome:	Next step: