



## JOB SEARCH TRACKER

Track your applications, stay organized and follow up with confidence.

DATE APPLIED	COMPANY	POSITION	WHERE APPLIED	CONTACT PERSON	NEXT STEP / FOLLOW UP DATE	STATUS

**STATUS KEY:** ● Applied ● Interview Scheduled ● Interviewed ● Offer ● Not Selected ● Withdrawn



## FOLLOW-UP PLAN

Following up shows initiative and keeps you top of mind.

- Wait 5-7 business days after applying
- Send a brief, professional follow-up email
- Reiterate your interest in the role
- Highlight 1-2 key qualifications
- Thank them for their time
- Track the follow-up date in the table



## NHCS TIP

Consistency beats intensity. A little effort every day leads to big results over time.

- Set a daily or weekly goal
- Customize your resume
- Track everything you do
- Follow up professionally
- Keep improving your skills
- Don't get discouraged!



## COMMON JOB SEARCH MISTAKES

- Applying to too many jobs without tailoring your resume
- Not tracking where you applied
- Never following up
- Using the same resume for every job
- Giving up too soon
- Not networking or asking for referrals



## NETWORKING CHECKLIST

- Update your LinkedIn profile
- Connect with past co-workers and managers
- Join industry and local Facebook groups
- Attend job fairs or networking events
- Reach out for informational interviews
- Ask for referrals whenever possible



## NEED MORE HELP?

If you'd like personalized help with your job search, resume, or career planning, I'm here to help.

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