JOB CONTACTS LOG

USE THIS SECTION TO KEEP A RECORD OF YOUR JOB SEARCH CONTACTS

IMPORTANT: Failure to keep an accurate record of your job contacts may cause denial of benefits. You may be required to produce this record of job contacts at any time. *If you need additional space for records you may use this same format on a separate sheet.*

Date of Contact (Mo, Day, Yr)	Employer Name, Address and Phone #	Method of Contact (In Person, Phone, Mail or Fax, Resume)	Person You Contacted Name & Position	Type of Work You Were Seeking	Results of the Contact (Not Hiring, Pending, Hired, etc)	Application or Resume Filed with Employer?
						❑ Yes ❑ No
						❑ Yes ❑ No
						❑ Yes ❑ No
						❑ Yes ❑ No
						❑ Yes ❑ No
						❑ Yes ❑ No
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						❑ Yes ❑ No
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JOB CONTACTS LOG (Continued)

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						❑ Yes ❑ No
						❑ Yes ❑ No
						❑ Yes ❑ No