

Résumé Tracking Sheet

Keep track of your résumé submissions. Use this sheet instead of sticky notes or loose notebook paper. This sheet will be a helpful tool to begin building a network of contacts or just stay better organized.

To download another sheet like this one, go to: NWMichWorks.org. > "Job Seeker Services"

Service Centers:

Cadillac 775-3408

Manistee **723-2535**

Petoskey 347-5150

Traverse City 922-3700



Date submitted	Company submitted to	For what position	Submitted online	Submitted via mail	Follow up with (person)	Phone number	Email address	Where did I find the job (paper? site?)	Send "thank you"

This is a sampling of the many job sites on the Internet. You are not limited by this list. To find other sites go to www.yahoo.com or www.google.com and search for jobs by location (town/state): MiTalent.org NWMichWorks.org www.hotjobs.com http://careers.msn.com www.bluecollarcrossing.com www.michigan.gov/careers www.careerbuilder.com www.thingamajob.com www.dice.com www.mlive.com www.indeed.com www.jobster.com www.worktree.com www.monster.com http://nmi.craigslist.org/ www.job.com www.simplyhired.com www.manufacturingmvp.com www.bluecollarjobs.com www.linkedin.com (networking) www.ontargetjobs.com

Check Our Website for Links to Local Employers, Temp Agencies/Recruiters & Research:

NWMichWorks.org

Click on: "Job Seeker Services"