

Use this guide to help you keep track of the details of your job search, including companies of interest, job applications, and networking conversations (students often use Excel or Word tables to do this).

COMPANIES OF INTEREST

Explore and generate a list of companies at which you would be interested in working. For each company, consider including the following pieces of information:

- Company name
- What they do
- What differentiates the company from others in their field
- Why you are particularly excited about this company
- If you apply to a job, what skills would you emphasize?
- The company's hiring timeline
- What, if any, networking contacts do you have at this company? If you had a conversation with them, what did you talk about?

JOB APPLICATIONS

Generate a list of jobs for which you are planning to apply. For each job, consider including the following pieces of information:

- Company name
- Position title
- Main skills required for the job
- Deadline to apply and materials needed
- Date you applied
- When you expect to hear back
- Any network contacts you have and details of conversations you may have had

NETWORKING CONTACTS

Using things like the Yale Career Network, LinkedIn, and Office of Career Strategy information sessions, create a list of networking contacts at companies you are particularly interested in. For each person, consider including the following pieces of information:

- Name (include both full name and preferred name)
- Company
- Position Title
- How did you find this person (e.g. LinkedIn, they spoke at a Yale information session)?
- If you had an informational interview with the person, what did you talk about? What are some highlights of the conversation?
- What tips, if any, did they give you regarding your application to this company?
- Did you send a thank you to them following your conversation? Did you include any materials they asked you to send them?