CAREER / PLAN THE WORK

Job Application Tracker

Keep every opportunity, next action and interview detail in one place.

SEARCH PERIOD

TARGET ROLE / LOCATION

01

YOUR SEARCH CRITERIA

Target roles, work arrangements, commute limits and must-have requirements.

02

APPLICATION MATERIALS

Resume version, portfolio link and references stored securely elsewhere.

03

FOLLOW-UP RHYTHM

Pick a realistic review day and decide when a role needs attention.

04

TODAY'S NEXT THREE ACTIONS

Write clear, small actions - not vague plans to 'apply more'.

CAREER / TRACK YOUR RECORDS

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PERIOD / PROJECT

DATE REVIEWED

EMPLOYER / ROLE	STAGE	APPLIED	NEXT CONTACT	NEXT DATE

OPEN APPLICATIONS

FOLLOW-UPS DUE

CAREER / REVIEW + QUICK START

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01

LOG THE SOURCE

Write where the job was found and check the official employer posting.

02

TRACK THE STAGE

Applied, interview, offer, rejected and paused are different states.

03

WRITE THE NEXT ACTION

Follow up only when appropriate; note a date rather than relying on memory.

WORKED EXAMPLE / NOT REAL PERSONAL DATA

address verified from employer site.
Oct 8: Application sent for Marketing Coordinator. Next: check portal on Oct 16. Contact

WHAT WILL YOU DO DIFFERENTLY NEXT TIME?

IMPORTANT SCOPE

Keep personal identifiers, references and any salary documents private. This tracker does not submit job applications.