

# Application Log

Title of position \_\_\_\_\_

Title/Name of Organization Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Application Materials Requested by Organization** **Date Sent**

When sent, enter appropriate code from choices below:

(M = U.S. Mail, F = Fax, W = Web, E = E-Mail)

\_\_\_ Application/Cover Letter or Letter of Interest \_\_\_\_\_

\_\_\_ Application Form ( \_\_\_ online; \_\_\_ paper) \_\_\_\_\_

\_\_\_ Inquiry Letter (position not advertised) \_\_\_\_\_

\_\_\_ Resume \_\_\_\_\_

\_\_\_ Copy of Professional License (if required) \_\_\_\_\_

\_\_\_ Transcript (official or unofficial) \_\_\_\_\_

\_\_\_ Reference(s)\*\* \_\_\_\_\_

\_\_\_ Portfolio ( \_\_\_ on web site; \_\_\_ on CD; \_\_\_ hard copy) \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_

\*\*List the References sent if you applied before you received all of the references you are using in this search.

**Follow-up:**

\_\_\_\_\_ Letter

\_\_\_\_\_ E-mail

\_\_\_\_\_ Phone Number

**Extra Notes/Information:**

\_\_\_ **Called organization (summary of conversation)**

**Follow-up Promised:**