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EMPLOYER TARGET LIST

You will be contacting many employers during your job search. It is important to keep a record of each contact and the follow-up steps which are necessary. Organizing this information will help you be more effective in your job search. Use the form below to keep track of every contact with a potential employer and the results of that contact. The Avjobs Member Portal and the Ultimate Portal Membership aid in this process through automation.

Date ____/____/_____

Company	Phone #	Contact Person	Position	Results	Follow up	Thank You Note