

BENNINGTON COLLEGE

Employer Contact Sheet

JOB APPLIED FOR

DATE

COMPANY NAME

CONTACT PERSON AND TITLE

PHONE

EMAIL

IMPORTANT INFORMATION

FOLLOW-UP PLAN

- ☐ Formatted résumé and cover letter specific to position
- ☐ Submitted application
- ☐ Interviewed
- ☐ Sent interview thank-you letter/email
- ☐ If I haven't heard from employer within two-weeks post interview, call to check on status of my application
- ☐ Job offered
- ☐ Verbally accepted offer
- ☐ Sent acceptance in writing with thank-you letter/email
- ☐ Withdrew other applications
- ☐ Verbally declined offer
- ☐ Sent declination letter/email

NOTES