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## Career Centre

202 McLaughlin College | 416.736.5351 | career@yorku.ca | www.yorku.ca/careers

## JOB SEARCH STRATEGIES THAT WORK

Name of Company:

**Key Contact Name:** 

E-mail Address:

Phone Number & Fax:

Tapping into the Hidden Job Market: Job Search Record Keeping Sheet

| Company Address:  |      |         |            |
|-------------------|------|---------|------------|
| Job Search Record |      |         |            |
| Contact Date      | Time | Outcome | Next Steps |
|                   |      |         |            |
|                   |      |         |            |
|                   |      |         |            |
|                   |      |         |            |
|                   |      |         |            |
|                   |      |         |            |
|                   |      |         |            |

Notes: