CAREER SEARCH TRACKING SHEET

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Company** | **Contacts** | **Title** | **How do I know the****Contact** |  |  |  |  |  | **Next steps** |
| **Email address** | **Phone number** | **Date action taken** | **Notes** | **Next steps** | **date** |
| Company A | Daniel Sofaer | Brand Mgr | 2014 Sofaer alum |  |  | E-mailed 29/1; had informational chat on 2/2 | Referred me to Aviva Chen and David Levi in company | Contact Aviva - send thank you to David | 10/3/2017 |
| Noah Recanati | Associate | Roy's colleague (Kellogg alum) |  | 050….. | E-mailed 13/2 Emailed again on 20/2, Called 1/3 | He didn't have time to talk said to call back in one month | Call back to schedule an informational chat; update Roy on the progress since he referred me to Yair | 20/3/2017 |
| Lora Sofaer |  | On-campus Company visit |  | 054… | 2/2 Sent thank you note | Had a good conversation at the on-campus company presentation. From Boston as well. |  |  |
| Mike Israel |  | Referred by …. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Company B | Eric Tau |  | good friend from college |  |  |  | He works in operations at Company B, but may be able to introduce me to someone in Marketing | Drop her an email reconnecting and give an update on my Sofaer experience and what I am targeting for a job. | next week (12/5) |
| Rona Sofaer |  | Friend from yoga |  |  | Met for a yoga class 14/4 | She mentioned she knows someone in xyz industry and maybe can put me in touch | Drop her a line letting her know specifically what I am targeting, and ask if she can make an introduction to her contact | 16/5 |