



Steinbright Career Development Center
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The Job Search Journal: Instructions and Guidelines

PURPOSE

The Job Search Journal has a dual purpose. Its primary function is to facilitate the job search process by providing structure and organization. Additionally, it can assist you in receiving credit for your co-op experience term(s) by showing concrete evidence of an active and meaningful job search.

The Steinbright Career Development Center (SCDC) recognizes that the pursuit of a meaningful co-op experience can be a lengthy process, and the actual job search process can provide as much of a learning experience as the job itself. If you are conducting an independent job search and do not find a job until after the official start of the co-op cycle, you can submit the Job Search Journal to your coordinator for approval to receive credit. Depending on when you secured a co-op placement will determine how it is reflected on your transcript.

**** PLEASE NOTE:** *The Job Search Journal will only be approved if you have a signed Petition for Co-op Credit on file. The petition must be signed and submitted to the SCDC by the end of the second week of the first term of the co-op cycle, if a position has not been found by that time.*

REQUIREMENTS

The Job Search Journal should contain the required components described below, on which you will be evaluated for co-op credit:

- 1. Letter of Application for Credit:** A minimum of one-page, single-spaced statement summarizing your rationale for receiving credit. This letter should include a summary of your efforts, what you learned, as well as how you will implement your acquired skills in the future.
- 2. Resume:** A well-written and error-free resume which has been reviewed periodically by your coordinator.
- 3. Written Correspondence:** Copies of every cover letter you submitted, thank you letters, emails, and follow-up correspondence to and from employers.
- 4. Employer Contact Log:** The purpose of the Employer Contact Log is to maintain organization and to have a detailed record of the contacts/applications you have made. The contact log should track the name of the company, contacts, addresses, and descriptions of the correspondence you have had.
- 5. Weekly Reflection Form:** Your Job Search Journal must document that you have completed at least 20 hours per week of job search activity. A reflection of your daily activities, including how you spent your time and the number of jobs to which you have applied should be tracked on this form. The number of companies you apply to may depend on your industry. You and your coordinator will discuss this requirement further. Reflect on your job search experience and consider how the results may impact plans for the upcoming week. Some examples to include on your Weekly Reflection Form are:
 - Techniques of contacting employers that were most and least effective.
 - New information you may have learned about your industry from your research.
 - Ideas of other types of companies, jobs and resources you will investigate in the following week(s).
 - Reflections and ideas on how you will strengthen interviewing, networking and job search skills.
- 6. Activity Log:** The activity log documents activities that you did to enhance your job search. This should include attendance at job fairs, meetings with coordinator, etc.
- 7. Other Notes:** You should also include copies of any pertinent job search documents. Specifically, you should include:
 - Brochures or other employer information gathered at job fairs or networking events.
 - Printouts of websites, newspaper classifieds, professional journals, employer directories or other guides used to assist your job search.
 - It is recommended that you create a folder or binder to contain all of your materials.



Weekly Reflection Form

The purpose of this form is to reflect on the job search activities that you are performing on a daily basis. This form should be used to identify techniques and activities that are both successful and unsuccessful in your search. As part of the job search journal, you will need to track the total amount of time that you spend searching for a job on a weekly basis.

Monday/ Date: _____ Total amount of time spent: _____

Narrative and outcome of job search activities:

Tuesday/ Date: _____ Total amount of time spent: _____

Narrative and outcome of job search activities:

Wednesday/ Date: _____ Total amount of time spent: _____

Narrative and outcome of job search activities:

Thursday/ Date: _____ Total amount of time spent: _____

Narrative and outcome of job search activities:

Friday/ Date: _____ Total amount of time spent: _____

Narrative and outcome of job search activities:

Sat./Sun./ Date(s): _____ Total amount of time spent: _____

Narrative and outcome of job search activities:

Plans for next week:

Total number of jobs applied to for week: _____

Total amount of time spent for this week: _____ hours



EMPLOYER CONTACT LOG

Company Name: _____

Contact name: _____

Contact e-mail: _____

Contact address: _____

Resource used to find position: _____

Contact phone: _____

Position sought: _____

	Date	Description of contact (e.g., sent cover letter and resume via e-mail)	Results/Notes (e.g., granted interview)
Initial contact			
Follow-up			
Interview			
Thank-you letter			
Additional follow-up			

Company Name: _____

Contact name: _____

Contact e-mail: _____

Contact address: _____

Resource used to find position: _____

Contact phone: _____

Position sought: _____

	Date	Description of contact (e.g., sent cover letter and resume via e-mail)	Results/Notes
Initial contact			
Follow-up			
Interview			
Thank-you letter			
Additional follow-up			

Company Name: _____

Contact name: _____

Contact e-mail: _____

Contact address: _____

Resource used to find position: _____

Contact phone: _____

Position sought: _____

	Date	Description of contact (e.g., sent cover letter and resume via e-mail)	Results/Notes (e.g., granted interview)
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Follow-up			
Interview			
Thank-you letter			
Additional follow-up			

Company Name: _____

Contact name: _____

Contact e-mail: _____

Contact address: _____

Resource used to find position: _____

Contact phone: _____

Position sought: _____

	Date	Description of contact (e.g., sent cover letter and resume via e-mail)	Results/Notes
Initial contact			
Follow-up			
Interview			
Thank-you letter			
Additional follow-up			

ACTIVITY LOG

Instructions: Every time you complete any of the recommended activities listed below, have a representative sign and date your form. Use the "Outcome" to detail the results of the activities that you completed. Please list any comments or additional information about the activity in the boxes provided. Attach any materials that were useful in your search.

Met with Library Assistant	Date/Signature	Date/Signature	Date/Signature	Date/Signature
	Outcome :	Outcome :	Outcome :	Outcome :
Attended Career Fairs/Job Fairs	Date/Signature	Date/Signature	Date/Signature	Date/Signature
	Outcome :	Outcome :	Outcome :	Outcome :
Attended an SCDC sponsored workshop	Date/Signature	Date/Signature	Date/Signature	Date/Signature
	Outcome :	Outcome :	Outcome :	Outcome :
Met with or contacted	Date/Signature	Date/Signature	Date/Signature	Date/Signature
	Outcome :	Outcome :	Outcome :	Outcome :

Co-op Coordinator

Outcome :	Outcome :	Outcome :	Outcome :
Date/Signature	Date/Signature	Date/Signature	Date/Signature
Outcome :	Outcome :	Outcome :	Outcome :

Conducted a Mock or Informational Interview

Date/Signature	Date/Signature	Date/Signature	Date/Signature
Outcome :	Outcome :	Outcome :	Outcome :

Resume Critique

Date/Signature	Date/Signature	Date/Signature	Date/Signature
Outcome :	Outcome :	Outcome :	Outcome :