NORTHERN ILLINOIS UNIVERSITY
Career Services
Division of Student Affairs
& Enrollment Management

Campus Life Building · Room 220 · DeKalb, Illinois 60115
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JOB SEARCH CHECKLIST CHART

	EMPLOYER NAME ADDRESS PHONE # E-MAIL	DATE RESUME-APPLICATION SENT	RESPONSE/ FOLLOW-UP REQUIRED	DATE/PLACE INTERVIEW(S) SCHEDULED	THANK- YOU LETTER SENT	REFERENCES REQUESTED PROVIDED	DATE DECISION EXPECTED	FOLLOW-UP CALL OR LETTER
1								
2								
3								
4								
5								
6								
7								
8								