



JOB APPLICATION TRACKER SPREADSHEET TEMPLATE

Job hunting can often feel like a full time job itself, as it is extremely time consuming and requires a lot of detail and diligence. So you don't miss an opportunity, it's important to be organised, so we have created some tools to help you stay across the process.

Here are some important columns or fields to include:

1. **Job Title**
2. **Company Name**
3. **Location of the role and whether it's on site or WFH**
4. **Job description and a link to the advertisement**
5. **Application Date**
6. **Follow up date**
7. **Status**
 - a. Applied
 - b. Interviewing
 - c. Offer Received
 - d. Rejected
 - e. Follow-Up Needed
8. **Contact Person**
 - a. Name
 - b. Email
 - c. Phone
9. **Resume/Cover Letter Used - attach a version of each**
10. **Notes**
 - a. Feedback from interviews
 - b. Additional details about the position
 - c. Next steps

Optional Fields

- **Application Source**
(e.g., LinkedIn, Company Website, Referral)
- **Salary Expectations**
- **Job Level** (e.g., Entry-level, Mid-level, Senior)

How to Use It

1. Set it Up in a Tool:

- a. Use Google Sheets or Excel for simplicity and flexibility.
- b. Use Notion for a more integrated system with tags, timelines, and reminders.
- c. Use Trello for a Kanban board layout to track stages visually.

2. Update Regularly:

- a. Log every application you send out.
- b. Update the status as you hear back.

3. Reminders:

- a. Set up reminders to follow up with employers if you haven't heard back after a week or two.



**Check out
this template!**