# Job Application Tracker

**Purpose:** This document helps you track your job search process, including details of job applications, companies, statuses, and notes related to each job opportunity.

## Applicant Information

**Name:** {fullName}

**Email:** {email}

**Phone:** {phoneNumber}

## Overview

**Total Applications:** {totalApplications}

**Active Opportunities:** {activeApplications}

**Offers Received:** {offersReceived}

## Applications Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company** | **Position** | **Date Applied** | **Status** | **Notes** |
| {#applications}{company} | {position} | {dateApplied} | {status} | {notes}{/applications} |

## Status Legend

* **Applied:** Application sent, awaiting response.
* **Interview:** Interview process ongoing.
* **Offer:** Offer received.
* **Rejected:** Application denied.

## Recently Contacted Companies

{#recentContacts}

* **{company}:** Contacted on {contactDate} by {contactMethod}

{/recentContacts}

## Follow-Ups Needed

{#followUps}

1. **{company}:** Follow up by {followUpDate} – {followUpNote}

{/followUps}

## Additional Notes

*{additionalNotes}*