

Target Company Tracking

ATS 1.0

Company Name	Location		
Address	Num of Employees		
	Daily Commute		
Web Address	Annual Sales	Units of	

Contacts

	Name	Organization	Phone
Address	Position		Cell
	Email		Fax

	Name	Organization	Phone
Address	Position		Cell
	Email		Fax

	Name	Organization	Phone
Address	Position		Cell
	Email		Fax

Contact Record

Date of First Contact

Date	Who	From/To

Positions Available

Job Title	Salary Range	Location

Networking Chart

ATS 2.0

1		101	
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Weekly Events

ATS 3.0

Week
Date

1 Interviews	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
Interviews attended								
New interviews scheduled								

2 Recruiters	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
New recruiters								
Letters/Resumes sent								

3 Network Contacts	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
New network contacts								
Letters sent								
Phone calls made								

4 Targeted Companies	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
New companies identified								
Companies researched								
Letters/Resumes sent								

5 Networking Associations	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
New associations identified								
Meetings Attended								
Letters sent								

Total Events

Week in Review **ATS 4.0**

Week
AFTER

What did you accomplish this week?

Sunday	Thursday
Monday	Friday
Tuesday	Saturday
Wednesday	

Event Tracking

A Network Contacts

	S	M	T	W	T	F	S	Total
New network contacts								
Letters sent								
Phone calls made								

B Targeted Companies

	S	M	T	W	T	F	S	Total
New companies identified								
Companies researched								
Letters/Resumes sent								

C Recruiters

	S	M	T	W	T	F	S	Total
New recruiters								
Letters/Resumes sent								

D Interviews

	S	M	T	W	T	F	S	Total
Interviews attended								
New interviews scheduled								

Your goal is to have 50 events every week.

Total Events

