



job hunt journal

little rock, ar

STONE WARD

CENTER ROCK

SELL'S AGENCY

THOMA THOMA

CJRW

company name

ADDRESS

PHONE NUMBER

WEBSITE

SOCIAL MEDIA

SPECIALTIES

CLIENTS

AWARDS

CREATIVE DIRECTOR

ART DIRECTOR

name

name

number

number

email

email

LinkedIn

LinkedIn

other socials

other socials

company name

ADDRESS

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little rock, ar

COMMUNICATIONS JOURNAL

SOCIAL MEDIA

To @Whom | Platform | When Sent | REPLY? | FURTHER ACTION

DATE TO CONTACT?

EMAIL

To Whom | Email Address | When Sent | REPLY? | FURTHER ACTION

DATE TO CONTACT?

PHONE

To Whom | Number | When Called | Voice Mail or Conversation? | FURTHER ACTION

DATE TO CONTACT?

REMEMBER:

- Be in a quiet area. No distractions, like roommates, animals, televisions, children.
- If (when) you are transferred to voice mail, know what you are going to say.
- If you are caught off guard and don't know what to say (shame on you!!), then hang up and don't leave a message.
- SMILE when you talk.
- Begin with your name and that they should have received your package.
- Don't say too much. People are too busy and they won't listen.
- Say when you will call back and invite them to call you at your phone number.
- Say your number again.
- Wish them a great day. SMILE.
- CALL BACK AT THE TIME YOU TOLD THEM.

TANGIBLE LETTERS/NOTES

To Whom | Address | When Sent | REPLY? | FURTHER ACTION

DATE TO CONTACT?

INTERVIEWS

With Whom | Date | Format

FOLLOW-UP

To Whom | Date | Follow-Up to What? | Medium/Format

nashville, tn

PARACHUTE MEDIA

LOCOMOTION CREATIVE

BOHAN IDEAS

RED PEPPER

SPEAK CREATIVE

company name

ADDRESS

PHONE NUMBER

WEBSITE

SOCIAL MEDIA

SPECIALTIES

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nashville, tn

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FOLLOW-UP

To Whom | Date | Follow-Up to What? | Medium/Format

dallas, tx

THE LOOMIS AGENCY
MILLER AD AGENCY
THE RICHARDS GROUP
WHITE UNICORN AGENCY
3 HEADED MONSTER

company name

ADDRESS

PHONE NUMBER

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SOCIAL MEDIA

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dallas, tx

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