

A large, abstract teal graphic element that resembles a stylized wave or a thick brushstroke. It starts on the left side, curves upwards and to the right, then dips down and curves back up to the right, ending with a small teal circle on the far right edge.

**JOB HUNT  
JOURNAL**

# MEMPHIS

COMPANIES



# COMPANY 1

COMPANY NAME

TIER 1:

TIER 2:

TIER 3:

ADDRESS:

AWARDS? FOR WHOM AND WHEN?:

PHONE NUMBER:

SPECIALTIES:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):



**CREATIVE DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:

**OTHER:**

**ART DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:



# COMPANY 2

COMPANY NAME

TIER 1:

TIER 2:

TIER 3:

ADDRESS:

AWARDS? FOR WHOM AND WHEN?:

PHONE NUMBER:

SPECIALTIES:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):



**CREATIVE DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:

**OTHER:**

**ART DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:



# COMPANY 3

COMPANY NAME

TIER 1:

TIER 2:

TIER 3:

ADDRESS:

AWARDS? FOR WHOM AND WHEN?:

PHONE NUMBER:

SPECIALTIES:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):



**CREATIVE DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:

**OTHER:**

**ART DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:





# COMPANY 4

COMPANY NAME

TIER 1:

TIER 2:

TIER 3:

ADDRESS:

AWARDS? FOR WHOM AND WHEN?:

PHONE NUMBER:

SPECIALTIES:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):



**CREATIVE DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:

**OTHER:**

**ART DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:



# COMPANY 5

COMPANY NAME

TIER 1:

TIER 2:

TIER 3:

ADDRESS:

AWARDS? FOR WHOM AND WHEN?:

PHONE NUMBER:

SPECIALTIES:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):



**CREATIVE DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:

**OTHER:**

**ART DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:



# MEMPHIS

COMMUNICATIONS JOURNAL



**COMMUNICATION JOURNAL / SOCIAL MEDIA**

Each Contact:

To @Whom / Platform / When Sent / REPLY? / FURTHER ACTION / **DATE TO CONTACT?**



**COMMUNICATION JOURNAL | EMAIL**

Each Contact:

To Whom / Email Address / When Sent / REPLY? / FURTHER ACTION / **DATE TO CONTACT?**





## COMMUNICATION JOURNAL | PHONE

Each Contact:

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

### DATE TO CONTACT?

Tips:

- 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.





**COMMUNICATION JOURNAL / TANGIBLE LETTERS/NOTES**

Each Contact:

To Whom / Address / When Sent / REPLY? / FURTHER ACTION / **DATE TO CONTACT?**



**COMMUNICATION JOURNAL / INTERVIEWS**

Each Contact:

With Whom / Date / F2F/Zoom/Phone/Other? / **SUMMARIZE**







## COMMUNICATION JOURNAL | FOLLOW-UP

Under each of these shops that you may land an interview, list information about thank-you notes you send on branded media. Note that research has proven an email sent within a day of the interview is always a good idea, but sending a tangible thank you card that is hand-written is extremely valuable.

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





# NASHVILLE

## COMPANIES



# COMPANY 1

COMPANY NAME

TIER 1:

TIER 2:

TIER 3:

ADDRESS:

AWARDS? FOR WHOM AND WHEN?:

PHONE NUMBER:

SPECIALTIES:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):



**CREATIVE DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:

**OTHER:**

**ART DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:



# COMPANY 2

COMPANY NAME

TIER 1:

TIER 2:

TIER 3:

ADDRESS:

AWARDS? FOR WHOM AND WHEN?:

PHONE NUMBER:

SPECIALTIES:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):





**CREATIVE DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:

**OTHER:**

**ART DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:



# COMPANY 3

COMPANY NAME

TIER 1:

TIER 2:

TIER 3:

ADDRESS:

AWARDS? FOR WHOM AND WHEN?:

PHONE NUMBER:

SPECIALTIES:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):



**CREATIVE DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:

**OTHER:**

**ART DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:



# COMPANY 4

COMPANY NAME

TIER 1:

TIER 2:

TIER 3:

ADDRESS:

AWARDS? FOR WHOM AND WHEN?:

PHONE NUMBER:

SPECIALTIES:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):



**CREATIVE DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:

**OTHER:**

**ART DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:



# COMPANY 5

COMPANY NAME

TIER 1:

TIER 2:

TIER 3:

ADDRESS:

AWARDS? FOR WHOM AND WHEN?:

PHONE NUMBER:

SPECIALTIES:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):



**CREATIVE DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:

**OTHER:**

**ART DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:



# NASHVILLE

COMMUNICATIONS JOURNAL





**COMMUNICATION JOURNAL / SOCIAL MEDIA**

Each Contact:

To @Whom / Platform / When Sent / REPLY? / FURTHER ACTION / **DATE TO CONTACT?**



**COMMUNICATION JOURNAL | EMAIL**

Each Contact:

To Whom / Email Address / When Sent / REPLY? / FURTHER ACTION / **DATE TO CONTACT?**



## COMMUNICATION JOURNAL | PHONE

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

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- CALL BACK AT THE TIME YOU TOLD THEM.





**COMMUNICATION JOURNAL / TANGIBLE LETTERS/NOTES**

Each Contact:

To Whom / Address / When Sent / REPLY? / FURTHER ACTION / **DATE TO CONTACT?**





**COMMUNICATION JOURNAL / INTERVIEWS**

Each Contact:

With Whom / Date / F2F/Zoom/Phone/Other? / **SUMMARIZE**





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





# LITTLE ROCK

COMPANIES





# COMPANY 1

COMPANY NAME

TIER 1:

TIER 2:

TIER 3:

ADDRESS:

AWARDS? FOR WHOM AND WHEN?:

PHONE NUMBER:

SPECIALTIES:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):



**CREATIVE DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:

**OTHER:**

**ART DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:



# COMPANY 2

COMPANY NAME

TIER 1:      TIER 2:      TIER 3:

ADDRESS:

AWARDS? FOR WHOM AND WHEN?:

PHONE NUMBER:

SPECIALTIES:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):



**CREATIVE DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:

**OTHER:**

**ART DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:



# COMPANY 3

COMPANY NAME

TIER 1:      TIER 2:      TIER 3:

ADDRESS:

AWARDS? FOR WHOM AND WHEN?:

PHONE NUMBER:

SPECIALTIES:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):



**CREATIVE DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:

**OTHER:**

**ART DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:



# COMPANY 4

COMPANY NAME

TIER 1:

TIER 2:

TIER 3:

ADDRESS:

AWARDS? FOR WHOM AND WHEN?:

PHONE NUMBER:

SPECIALTIES:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):



**CREATIVE DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:

**OTHER:**

**ART DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:





# COMPANY 5

COMPANY NAME

TIER 1:

TIER 2:

TIER 3:

ADDRESS:

AWARDS? FOR WHOM AND WHEN?:

PHONE NUMBER:

SPECIALTIES:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):



**CREATIVE DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:

**OTHER:**

**ART DIRECTOR**

NAME:

PHONE NUMBER:

EMAIL:

LINKED IN:

INSTAGRAM:



# LITTLE ROCK

COMMUNICATIONS JOURNAL



**COMMUNICATION JOURNAL / SOCIAL MEDIA**

Each Contact:

To @Whom / Platform / When Sent / REPLY? / FURTHER ACTION / **DATE TO CONTACT?**



**COMMUNICATION JOURNAL | EMAIL**

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To Whom / Email Address / When Sent / REPLY? / FURTHER ACTION / **DATE TO CONTACT?**







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