
YUBIN



JOB HUNT JOURNAL

ATLANTA, GA

COMPANIES

COMMUNICATIONS JOURNAL

CITY:

TIER 1:

TIER 2:

TIER 3:

COMPANY NAME:

PHONE NUMBER:

ADDRESS:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):

AWARDS? FOR WHOM AND WHEN?:

SPECIALTIES:

CONTACTS

CREATIVE DIRECTOR'S NAME & TITLE (IF NOT C.D.)

ART DIRECTOR'S NAME & TITLE (IF NOT A.D.)

PHONE NUMBER

PHONE NUMBER

EMAIL:

EMAIL:

LINKED IN:

LINKED IN:

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ATLANTA, GA

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

LOS ANGELES, CA

COMPANIES

COMMUNICATIONS JOURNAL

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LOS ANGELES, CA

COMMUNICATIONS JOURNAL

COMMUNICATION JOURNAL | SOCIAL MEDIA

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COMMUNICATION JOURNAL

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ORLANDO, FL

COMMUNICATIONS JOURNAL

COMMUNICATION JOURNAL | SOCIAL MEDIA

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