



**ORAE**  
**CREATIVE**



**JOB HUNT  
JOURNAL**



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# MEMPHIS, TN

## COMPANIES



**COMPANY 1**

**TIER 1:            TIER 2:            TIER 3:**

**ADDRESS:**

**CREATIVE DIRECTOR'S NAME:**

**PHONE NUMBER:**

**CREATIVE DIRECTOR'S PHONE NUMBER:**

**WEBSITE:**

**CREATIVE DIRECTOR'S EMAIL:**

**SOCIAL MEDIA PLATFORM(S) & HANDLES:**

**CREATIVE DIRECTOR'S LINKED IN:**

**CREATIVE DIRECTOR'S OTHER SOCIAL MEDIA  
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**CLIENTS (PAST AND/OR PRESENT?):**

**ART DIRECTOR'S NAME:**

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# MEMPHIS, TN

## 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.
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- 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**

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## 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, TN

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# NASHVILLE, TN

## COMMUNICATION JOURNAL



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





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







# FAYETTVILLE, AR

## COMPANIES



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# FAYETTEVILLE, AR

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