



**JOB HUNT JOURNAL**

# CITY 1

## Dallas, TX

### COMPANIES:

MILLER AD AGENCY

FIREHOUSE

HAWKEYE

THE RICHARDS GROUP

SHOPTOLOGY

# MILLER AD AGENCY

COMPANY NAME

SPECIALTIES:

TIER 1:

TIER 2:

TIER 3:

OTHER NOTES:

ADDRESS:

PHONE NUMBER:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):

AWARDS? FOR WHOM AND WHEN?:

**CREATIVE DIRECTOR'S NAME**

**ART DIRECTOR'S NAME:**

**CREATIVE DIRECTOR'S PHONE NUMBER:**

**ART DIRECTOR'S PHONE NUMBER:**

**CREATIVE DIRECTOR'S EMAIL:**

**ART DIRECTOR'S EMAIL:**

**CREATIVE DIRECTOR'S LINKED IN:**

**ART DIRECTOR'S LINKED IN:**

**CREATIVE DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**ART DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**OTHER:**

# FIREHOUSE

COMPANY NAME

SPECIALTIES:

TIER 1:

TIER 2:

TIER 3:

OTHER NOTES:

ADDRESS:

PHONE NUMBER:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):

AWARDS? FOR WHOM AND WHEN?:

**CREATIVE DIRECTOR'S NAME**

**ART DIRECTOR'S NAME:**

**CREATIVE DIRECTOR'S PHONE NUMBER:**

**ART DIRECTOR'S PHONE NUMBER:**

**CREATIVE DIRECTOR'S EMAIL:**

**ART DIRECTOR'S EMAIL:**

**CREATIVE DIRECTOR'S LINKED IN:**

**ART DIRECTOR'S LINKED IN:**

**CREATIVE DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**ART DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**OTHER:**

# HAWKEYE

COMPANY NAME

SPECIALTIES:

TIER 1:

TIER 2:

TIER 3:

OTHER NOTES:

ADDRESS:

PHONE NUMBER:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):

AWARDS? FOR WHOM AND WHEN?:

**CREATIVE DIRECTOR'S NAME**

**ART DIRECTOR'S NAME:**

**CREATIVE DIRECTOR'S PHONE NUMBER:**

**ART DIRECTOR'S PHONE NUMBER:**

**CREATIVE DIRECTOR'S EMAIL:**

**ART DIRECTOR'S EMAIL:**

**CREATIVE DIRECTOR'S LINKED IN:**

**ART DIRECTOR'S LINKED IN:**

**CREATIVE DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**ART DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**OTHER:**



# THE RICHARDS GROUP

COMPANY NAME

SPECIALTIES:

TIER 1:

TIER 2:

TIER 3:

OTHER NOTES:

ADDRESS:

PHONE NUMBER:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):

AWARDS? FOR WHOM AND WHEN?:

**CREATIVE DIRECTOR'S NAME**

**ART DIRECTOR'S NAME:**

**CREATIVE DIRECTOR'S PHONE NUMBER:**

**ART DIRECTOR'S PHONE NUMBER:**

**CREATIVE DIRECTOR'S EMAIL:**

**ART DIRECTOR'S EMAIL:**

**CREATIVE DIRECTOR'S LINKED IN:**

**ART DIRECTOR'S LINKED IN:**

**CREATIVE DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**ART DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**OTHER:**

# SHOPTOLOGY

COMPANY NAME

SPECIALTIES:

TIER 1:

TIER 2:

TIER 3:

OTHER NOTES:

ADDRESS:

PHONE NUMBER:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):

AWARDS? FOR WHOM AND WHEN?:

**CREATIVE DIRECTOR'S NAME**

**ART DIRECTOR'S NAME:**

**CREATIVE DIRECTOR'S PHONE NUMBER:**

**ART DIRECTOR'S PHONE NUMBER:**

**CREATIVE DIRECTOR'S EMAIL:**

**ART DIRECTOR'S EMAIL:**

**CREATIVE DIRECTOR'S LINKED IN:**

**ART DIRECTOR'S LINKED IN:**

**CREATIVE DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**ART DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**OTHER:**

# CITY 2

## Kansas City, MO

### COMPANIES:

BARKLEY

SIGNAL THEORY

BERNSTEIN-REIN

VMLY&R

WUNDERMAN THOMPSON

# BARKLEY

COMPANY NAME

SPECIALTIES:

TIER 1:

TIER 2:

TIER 3:

OTHER NOTES:

ADDRESS:

PHONE NUMBER:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):

AWARDS? FOR WHOM AND WHEN?:

**CREATIVE DIRECTOR'S NAME**

**ART DIRECTOR'S NAME:**

**CREATIVE DIRECTOR'S PHONE NUMBER:**

**ART DIRECTOR'S PHONE NUMBER:**

**CREATIVE DIRECTOR'S EMAIL:**

**ART DIRECTOR'S EMAIL:**

**CREATIVE DIRECTOR'S LINKED IN:**

**ART DIRECTOR'S LINKED IN:**

**CREATIVE DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**ART DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**OTHER:**

# SIGNAL THEORY

COMPANY NAME

SPECIALTIES:

TIER 1:

TIER 2:

TIER 3:

OTHER NOTES:

ADDRESS:

PHONE NUMBER:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):

AWARDS? FOR WHOM AND WHEN?:



**CREATIVE DIRECTOR'S NAME**

**ART DIRECTOR'S NAME:**

**CREATIVE DIRECTOR'S PHONE NUMBER:**

**ART DIRECTOR'S PHONE NUMBER:**

**CREATIVE DIRECTOR'S EMAIL:**

**ART DIRECTOR'S EMAIL:**

**CREATIVE DIRECTOR'S LINKED IN:**

**ART DIRECTOR'S LINKED IN:**

**CREATIVE DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**ART DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**OTHER:**

# BERNSTEIN-REIN

COMPANY NAME

SPECIALTIES:

TIER 1:

TIER 2:

TIER 3:

OTHER NOTES:

ADDRESS:

PHONE NUMBER:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):

AWARDS? FOR WHOM AND WHEN?:

**CREATIVE DIRECTOR'S NAME**

**ART DIRECTOR'S NAME:**

**CREATIVE DIRECTOR'S PHONE NUMBER:**

**ART DIRECTOR'S PHONE NUMBER:**

**CREATIVE DIRECTOR'S EMAIL:**

**ART DIRECTOR'S EMAIL:**

**CREATIVE DIRECTOR'S LINKED IN:**

**ART DIRECTOR'S LINKED IN:**

**CREATIVE DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**ART DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**OTHER:**

# VMLY&R

COMPANY NAME

SPECIALTIES:

TIER 1:

TIER 2:

TIER 3:

OTHER NOTES:

ADDRESS:

PHONE NUMBER:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):

AWARDS? FOR WHOM AND WHEN?:

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**ART DIRECTOR'S EMAIL:**

**CREATIVE DIRECTOR'S LINKED IN:**

**ART DIRECTOR'S LINKED IN:**

**CREATIVE DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**ART DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**OTHER:**

# WUNDERMAN THOMPSON

COMPANY NAME

SPECIALTIES:

TIER 1:

TIER 2:

TIER 3:

OTHER NOTES:

ADDRESS:

PHONE NUMBER:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):

AWARDS? FOR WHOM AND WHEN?:

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**ART DIRECTOR'S PHONE NUMBER:**

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**ART DIRECTOR'S EMAIL:**

**CREATIVE DIRECTOR'S LINKED IN:**

**ART DIRECTOR'S LINKED IN:**

**CREATIVE DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**ART DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**OTHER:**

# CITY 3

New York City, NY

## COMPANIES:

R/GA

RAPP WORLDWIDE

IPNY, INC.

LAUNDRY SERVICE

JOAN CREATIVE



# R/GA

COMPANY NAME

SPECIALTIES:

TIER 1:

TIER 2:

TIER 3:

OTHER NOTES:

ADDRESS:

PHONE NUMBER:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):

AWARDS? FOR WHOM AND WHEN?:

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**ART DIRECTOR'S LINKED IN:**

**CREATIVE DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**ART DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**OTHER:**

# RAPP WORLDWIDE

COMPANY NAME

SPECIALTIES:

TIER 1:

TIER 2:

TIER 3:

OTHER NOTES:

ADDRESS:

PHONE NUMBER:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):

AWARDS? FOR WHOM AND WHEN?:

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**ART DIRECTOR'S EMAIL:**

**CREATIVE DIRECTOR'S LINKED IN:**

**ART DIRECTOR'S LINKED IN:**

**CREATIVE DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**ART DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**OTHER:**

# IPNY, INC.

COMPANY NAME

SPECIALTIES:

TIER 1:

TIER 2:

TIER 3:

OTHER NOTES:

ADDRESS:

PHONE NUMBER:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):

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**ART DIRECTOR'S LINKED IN:**

**CREATIVE DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**ART DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**OTHER:**

# LAUNDRY SERVICE

COMPANY NAME

SPECIALTIES:

TIER 1:

TIER 2:

TIER 3:

OTHER NOTES:

ADDRESS:

PHONE NUMBER:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):

AWARDS? FOR WHOM AND WHEN?:

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**CREATIVE DIRECTOR'S LINKED IN:**

**ART DIRECTOR'S LINKED IN:**

**CREATIVE DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**ART DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**OTHER:**



# JOAN CREATIVE

COMPANY NAME

SPECIALTIES:

TIER 1:

TIER 2:

TIER 3:

OTHER NOTES:

ADDRESS:

PHONE NUMBER:

WEBSITE:

SOCIAL MEDIA PLATFORM(S) & HANDLES:

CLIENTS (PAST AND/OR PRESENT?):

AWARDS? FOR WHOM AND WHEN?:

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**ART DIRECTOR'S PHONE NUMBER:**

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**ART DIRECTOR'S EMAIL:**

**CREATIVE DIRECTOR'S LINKED IN:**

**ART DIRECTOR'S LINKED IN:**

**CREATIVE DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**ART DIRECTOR'S OTHER SOCIAL MEDIA  
PLATFORM(S) & HANDLES:**

**OTHER:**

CITY 1

Dallas, TX

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**







# CITY 2

Kansas City, MO

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?**

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- Begin with your name and that they should have received your package
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- 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

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







# CITY 3

New York City, NY

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:

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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





## COMMUNICATION JOURNAL | FOLLOW-UP

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





