APPLICATION TRACKER v(5)

It is not enough simply to apply for a job, anyone can do this. To maximize your efforts, you need to be "STAND OUT" and do more than everyone else.

Recorded the job and organization applied to (3 points):	**Application included a hybrid cover letter using the 5 step process (5 points)**	**You obtained the name of the person in charge of hiring, their position, and correct spelling (5 points) + 2 bonus points if you also got their email address**	**You shuffled the order of your resume skills to match the order of the skills from the job description or from your research - 5 points**	**You included your LinkedIn profile address on your resume (1 point)**	**Applied (1 point), 2 Bonus points for applying within 24- 36 hours of seeing the posting**	**1st Follow up 5 days from applicatio n (2 points)**	**Follow up #2, five days first emai (2 points).**	**Received an interview 5 points) + 5 bonus points if you did alt least 30 minutes of research prior + 2 bonus points for each email obtained**	**Sent thank you email within 24 hour (2 points)**	**5 day or appropriate follow up (2 points)**	**Result (If hired you win). However, 5 Bonus points though if you congratulated them, and asked what you could do better next time**	**Your score out of 20 (Assume most people do some but not all of these tips for success)**
Sample: Life Directions	Yes	Jon Smith, VP-Human Resources, Jsmith@lifedirections.ca			May 4 2026	May 9 2026	May 14 2026	May 15 2026 Barry Jones, Marketing Bjones@lifedirections.ca and Mary Collins Mcollings@lifedirections.ca	Yes	Yes	No	
3 points	5 points	7 points	5 points	1 point	3 points	2 points	2 points	13 points	2 points	2 points	5 points	50 points