Ottawa County MICHIGAN WORKS!®

MARVIN: 866.638.3993
CLAIMS: 866.500.0017
OCMW Service Center: 616.396.2154
Talent Bank: michworks.org Username _____ Password: _____

Resume Tracking Tool

Keep track of your resume submissions. Use this sheet instead of a million sticky notes or loose notebook paper. This sheet will be a helpful tool to begin building a network of contacts, or just stay better organized. To download another sheet just go to *miottawa.org/michiganworks > Downloads.*

Date Submitted	Company submitted to	For what position	Submitted: Co. website	Submitted: email	Follow up with (person):	Phone number:	Email address	Where did I find the position (paper? Job site?)

Tip: always send a thank-you after an interview, either by email or by regular mail.