



## Instructions for using the Contact Sheet

Make photocopies of the Contact Sheet for your use. File in a loose leaf folder alphabetically. Use a calendar to note follow up dates. Use ruled paper for continuation sheets. Periodically, review all the sheets to be sure no contact follow up was missed.

**Name, Job title, Company, Address** - Enter the name of the contact, their job title, employer and the employer's address.

**Source** - Enter the source of this contact – friend, work, or if the contact is from a referral, enter the name of the person making the referral.

**Referral Date** – If this is a referral, enter the date the person referred you to this contact.

**Work tel.** - Enter the work telephone number of the contact.

**Home tel.** – Enter the home telephone number of the contact, if available.

**Cell/Mobile** – Enter cell/mobile phone.

\_\_ Enter the contact's preference for each of the telephone numbers – e. g., 1, 2, 3.

**(Blank line)** - Enter the name of the person's assistant or spouse and their contact number, if appropriate.

**Email** – Enter the contact's preferred email address.

**Date resume sent** - Enter the date you send or give the contact your resume.

### **Below the double line:**

On the first line or two, describe information that you want to remember about this person, such as hobbies, articles they wrote, common interests, where you met, or anything else you can use that will help them remember you when you call again.

1. Enter the date of your first contact with this person (telephone call, meeting, etc.).
2. Enter a description of the substance of the conversation or activity, and indicate if there's something you should do next or how they will be able to help you.
3. Enter the date you plan to follow up with this contact. (Agree on a date and time for follow-up. Your next conversation should be a meaningful discussion of something pertinent.

Example:

*3/25/09 - Called John. Mentioned that Sally at ABC Co suggested I contact you re.....*

*and to see if we could meet. Discussed my career objectives. John asked me to call back*

*in two weeks as he's wrapping up a project.*

*Call 4/8/09*

Enter a reminder to call on your calendar for 4/8/09.