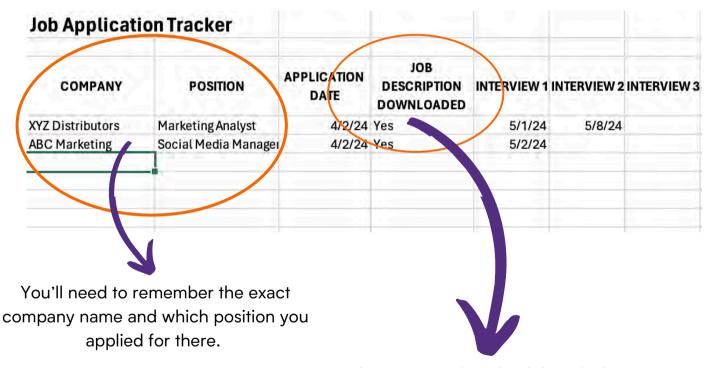
Track Your Job Applications

As you apply to internships and jobs, it's important to keep track of your applications, position descriptions, and where you stand in the hiring process. Create an Excel document to help you keep up with your progress.



Make sure you download the job description as soon as you apply so that you will have it as you prepare for the interview! Often by the time you are interviewing for a position, the position description has been removed from the company's postings.

