Job application follow-up board

Know what you applied for and which opportunities need a next step.

Three steps

1. Add one row for every application
2. Save the listing and CV version
3. Check the next-action column weekly

A worked example

Company and role	Example Co designer
Application date	Nov 20
Status	Interview invited
Next action date	Nov 29
CV version	Design CV v2

The next action is interview preparation, not another application to the same role.

Follow up only when appropriate and respect employer instructions.

Job application follow-up board

Use one row per item or decision. Start with what you know.

Company and role	Application date	Status	Next action date	CV version

My next action / when