

Track Your Work-Search Activities

Keep verifiable information for all your work-search activities and download “What is a Work-Search Activity?” at coloradoui.gov/eligibility for more information.

Date MM/DD/YY	Activity Completed		Completed Activity Details Employer Name, Address, Phone, Email Address, Website; Class Name & Location; Networking Event Name & Location	Name & Title of Person Contacted or Confirmation Number	How Contacted	Work Sought or Skills Developed
Example: 5/8/18	<input type="checkbox"/> Submit Application <input type="checkbox"/> Submit Resume <input checked="" type="checkbox"/> Interview <input type="checkbox"/> Test/Exam <input type="checkbox"/> Job Board	<input type="checkbox"/> Referral <input type="checkbox"/> Networking <input type="checkbox"/> Reemployment Service <input type="checkbox"/> Skills Development <input type="checkbox"/> Other	Grayson HVAC 17 Cattail Way Lakewood, CO, 80226 303-999-9999 contact@grayvac.com	J. Gray, Office Manager	<input checked="" type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Web Site	HVAC specialist
Example 5/9/18	<input type="checkbox"/> Submit Application <input type="checkbox"/> Submit Resume <input type="checkbox"/> Interview <input type="checkbox"/> Test/Exam <input type="checkbox"/> Job Board	<input type="checkbox"/> Referral <input type="checkbox"/> Networking <input checked="" type="checkbox"/> Reemployment Service <input type="checkbox"/> Skills Development <input type="checkbox"/> Other	Interviewing Skills Class Jefferson County Workforce Center 3500 Illinois St Golden, CO 80401	Joe, Workforce Specialist	<input checked="" type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Web Site	HVAC specialist
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