

Work Search Action Log

TSUAS XA COV NTAUV LUAM TAWM YOG TIAS TAU THOV

SSN: _____

Lub Npe: _____

Rau Lub Limtiam Xaus Twg: _____
(Siv hnuv tim rau Hnuv Rau)

Yuav kom tau txais kev pab ntxiv, koj yuav tsum:

- Ua yam tsawg kawg yog 4 txoj kev tshawb nrhiav haujlwm txhua lub limtiam
- Khaws koj cov ntaub ntawv sau tseg ntawm koj kev nrhiav haujlwm
- Khaws tseg cov ntawv pov thawj ntawm koj kev nrhiav haujlwm rau 52 lub limtiam

Lub tuam tsev yuav thov cov ntaub ntawv pov thawj ntawm koj kev nrhiav haujlwm txhua lub sijhawm.

Muab cov ntaub ntawv tsis raug cai hais txog koj cov ntaub ntawv teev npe tshawb nrhiav haujlwm kuj yog ib qho kev ua txhaum kev cai ([saib Tshooj 7: Kev Txumloom Thiab Kev Tswjhwam Zoo](#)).

Sau cov haujlwm tshawb nrhiav ua hauv qab no. Tag nrho txhua kab yuav tsum tau sau nrog cov lus qhia txaus kom cia cov ntaub ntawv tshawb fawb ua haujlwm los ntawm lub tuam tsev.

Hnuv koj tau nug xov	Qib dejnum es koj tau tso npe ua	Tej chaw ua lag luam/tus tswv num lub npe	Tu neeg lub npe thiab nws qib dejnum es koj tau nug xov (yog koj paub)	Yam koj tau ua nug xov txog txoj haujlwm (e.g., mus ntsib lawv, hu xovtooj, fax, e-mail, website)	Kev qhia ub no txog koj kev nug (Contact information) rau yam koj tau ua nug xov txog txoj haujlwm (e.g. qhov chaw nyob, xovtooj naj npawb, email, website/URL, fax naj npawb)	Yam pom tham koj tau nug xov txog txoj haujlwm (e.g. tau mus ua job interview, tseem tos, tsis txais kuv ua haujlwm)
02/21/2019	Applied for Clerk position	ABC Industries	John Smith, HR Director	Email	j.smith@abcinc.com	Set up interview
02/22/2019	Attended résumé preparation workshop	Job Center of WI	Jane Doe, Coordinator	In person	200 Job Center Lane, City, WI	Completed workshop

Txhua hnuv koj lub Job Center tau txais moo txog tej haujlwm es txais neeg los ntawm tej tswv num. Peb txhawb kom koj nquag mus xyuas lub Job Center vim lawv mauj haujlwm txais neeg es koj mus xauj tau, xaiv tau thiab tso npe mus ua haujlwm es koj txawj ua thiab siv tej kev pab koj nrog koj txoj kev nrhiav haujlwm. Mus nrhiav qhov chaw nyob rau lub Job Center nyob zes koj rau ntawm <https://JobCenterofWisconsin.com/directory> losis hu xovtooj rau 1-888-258-9966.