

## WORK SEARCH LOG

For each week of benefits you claim, you must make an active search for work and do all that is reasonable to secure reemployment. **The Department of Labor and Workforce Development considers a minimum of three (3) different employer contacts for each week a reasonable search for work.** Telephone, Internet and In-Person contacts, as well as sending resumes, are all acceptable work search methods. You may be asked to furnish your list of contacts with prospective employers. For your record keeping purposes, please be advised that an unemployment week runs from Sunday through Saturday.

	DATE OF CONTACT	EMPLOYERS NAME, ADDRESS, AND PHONE NUMBER OR INTERNET ADDRESS	<u>METHOD OF CONTACT</u> (IN-PERSON/PHONE NO./ INTERNET/RESUME)	NAME OF PERSON OR WEBSITE CONTACTED	POSITION APPLIED FOR	WAS APPLICATION TAKEN?	RESULT OF CONTACT
WEEK 1							
WEEK 2							