

SAMPLE CHART FOR MANAGING APPLICATION DETAILS

(Note: These are not real positions, just examples to show how you can keep track of the positions you are applying for in a chart. You can cut and paste the first three columns into separate files for your letter writers to keep track of the places they need to send letters.)

| POSITION | DEADLINE | ADDRESS | What to Send | Sent | Confirmed |
|---------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-------------|------------------|
| Minnesota (open; asst prof) | open | <i>Name, Title</i> Department of Sociology University of Minnesota 909 Social Sciences Building 267 19 th Avenue South Minneapolis, MN 55455 | CV letter 3 letters | 9/10 | 9/28 |
| Ohio State (family, demography; open) | Sept 14 | Search Committee Department of Sociology The Ohio State University 300 Bricker Hall 190 North Oval Mall Columbus, OH 43210-1353 | CV letter papers 3 letters of ref | 9/10 | 9/24 |
| Yale (religion; asst or assoc) | Sept 15 | <i>Name, Title</i> Department of Sociology Yale University P.O. Box 208265 New Haven, CT 06520-8265 | letter CV thesis summary 1 pg research ints 3 letters | 9/10 | 9/25 |
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