

SAMPLE JOB SEARCH SPREADSHEET

Organization	Inquiry	Position	Date Sent	Response	Response Date
Foreign Affairs Magazine	App	Editorial Assistant	19-Mar	Rejected	25-Apr
Clinton Foundation	App	Foreign Policy Associate	31-Mar	phone interview/Rejected	1-May
Council on Foreign Relations	App	Executive Assistant	31-Mar		
International Center for Transitional Justice	App	Writer	2-Apr		
Clinton Global Initiative	App	Writer	7-Apr		
Council on Foreign Relations	App	Research Assistant	24-Apr	Want fluent Arabic	22-May
Trickle Up	App	Program Associate	24-Apr		
New York Lawyers for Public Interest	App	Paralegal - immigration	25-Apr		
Anti-Discrimination Policy and Action Center	App	Civil Rights Associate	30-Apr	Rejected	12-May
Legal Information for Families Today	App	Program Associate	2-May		
Clinton Global Initiative	App	Commitment Portfolio Associate	5-May	Rejected (two interviews)	5-Jun
Goodwill Industries	App	Case Manager	6-May		
United Nations Association	App	Research Assistant	6-May		
Vera Institute of Justice	App	Writer/Editor	6-May		
Council on Foreign Relations	App	Research Associate - National Security	7-May	Chose politically conservative candidate	22-May
CAMBA	App	Bilingual Client Advocate	8-May		
Human Rights First	App	Program Associate - Refugee Program	8-May		
CAMBA	App	Paralegal	10-May		
UNDP	App	Programme Assistant	11-May		
Council on Foreign Relations	App	Research Associate - Studies Program	16-May	Want fluent Farsi	22-May
Council on the Americas	App	Policy Intern	22-May		
ACLU	App	Paralegal - Civil Rights	24-May		
Center for Constitutional Rights	App	Communications Associate	24-May		
Doctors of the World	App	Communications Associate	25-May		
Bridgespan	App	Bridgestar Associate	28-May	re-apply in early fall	29-May
Dr. Jim Smith	App	Personal Research Assistant	28-May	called contact from Tufts	4-Jun
Eurasia Group	App	Comparative Politics Associate	28-May		
ACLU	App	Paralegal - Freedom of speech	30-May		
Nonprofit Legal Aid Organization	App	Paralegal - bilingual	30-May	second interview/offer made/ACCEPTED	11-Jun/12-Jun/16-Jun
Social Science Research Council	App	Program Assistant - CPPF	2-Jun	phone interview	9-Jun
ACLU	App	Legal Assistant - Racial Justice Program	6-Jun		
ACLU	App	Paralegal - national security project	6-Jun		
Drum Major Institute	App	Writer/Editor	6-Jun		
International Center for Transitional Justice	App	Program Assistant - Americas	10-Jun		
Center for International Cooperation (NYU)	Email		27-Mar		
Foreign Policy Association	Email		27-Mar		
IOM	Email		27-Mar	No openings	29-Mar
World Policy Institute (The New School)	Email		1-Apr		
UNFPA	Email		8-Apr		