

Worksearch Activity Log

The Massachusetts Division of Unemployment Assistance requires that as a condition of eligibility you must:
 1) make a minimum of three work search contacts in each week that benefits are claimed; 2) keep a written log of those work search contacts; 3) provide a work search log to DUA upon request.

You are expected to keep weekly records of your work search activities, and to submit to DUA details about your work search activities when notified by DUA to do so. See sample of completed worksearch below.

To obtain additional worksearch activity logs go to: www.Mass.gov/dua/worksearch

Name: _____ Social Security Number: - -

DO NOT RETURN THIS FORM UNTIL YOU ARE NOTIFIED

Week beginning Sunday : 8 / 7 / 05 through Saturday : 8 / 13 / 05

Date	Employer/Agency/Service/Event (Name, Address, Phone Number)	How Contacted (In person, phone, mail, web, fax, etc.)	Results
8/8/05	ABC Company 508-791-1110 12 Rose St., Anytown, MA	Mailed Resume	Pending
8/10/05	Career Center Worcester Attended Resume Workshop	In Person	Completed
8/11/05	Baker Enterprises 617-228-3000 12 Lawrence Ave., Mytown, MA	Filed Resume Via Internet	No response yet

Week beginning Sunday : ___ / ___ / ___ through Saturday : ___ / ___ / ___

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Week beginning Sunday : ___ / ___ / ___ through Saturday : ___ / ___ / ___

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