

KitForma.

PRACTICAL FIELD GUIDE

A Job Search Record You Can Trust

Track opportunities, evidence, sent documents and deadlines
without inventing employer outcomes

01

02

03

SAMPLE EDITION

ENGLISH / 1.0 / 2026

How to use this guide

Applicants keeping several opportunities and document versions organized.

Reconcile eight fictional raw rows into seven opportunities, preserve the files actually sent, distinguish invitations from appointments and resolve an explicit deadline while leaving an ambiguous one open.

- Define opportunity identity and reconcile duplicate records.
- Assign statuses from evidence instead of assumptions.
- Separate planned documents from sent snapshots.
- Normalize an explicit-offset deadline and flag missing context.
- Produce honest current-state and historical-event summaries.

Scope and limitations

- All employers, applicant details and events are fictional.
- No hiring, interview, salary or applicant-tracking-system guarantee is made.
- No real application, outreach or account creation is performed.
- The helper validates this documented dataset rather than arbitrary job-board identities.

Published by KitForma. Edition 1.0. Sources checked 1 October 2026. People and businesses in worked examples are fictional. This is an independent publication, not endorsed by the platforms mentioned.

Copyright 2026 KitForma. Usage, support and refund terms are included in LICENSE.txt in the purchased package.

Contents

How to use this guide	2
Contents	3
A tracker records evidence, not optimism	4
Sources and tools	6

01

A tracker records evidence, not optimism

A job-search tracker is a memory aid for decisions and actions. It should tell you which role you considered, what you actually submitted, which document version you sent, and what the next supported action is. It cannot reveal what an employer thinks or predict a hiring result. This workbook builds a small, factual record from a deliberately messy fictional application list.

The applicant is Mika Rowan, a fictional person used only for teaching. The raw fixture contains eight rows but seven distinct applications. One role appears twice because it was copied into the list again. Another employer has two different requisitions that must remain separate. There is a draft mistaken for a submission, a genuine receipt, an interview invitation, an ambiguous deadline and a withdrawal. These cases make simple row counting unreliable.

The exercise's employers, roles, messages and application events are invented. No message is sent and no real vacancy is recommended. The supplied CV files are short fictional text snapshots, not complete CV products or evidence of anyone's qualifications. They exist to make document-version tracking concrete. You can inspect every source record and reproduce the reference summary without creating an account or sharing personal information.

Begin by deciding what a row represents. In this workbook it represents one application opportunity identified by employer and requisition, while separate evidence records describe events. A row does not represent every email, every saved draft or every visit to a vacancy page. That

distinction prevents a growing activity log from being mistaken for a growing number of applications.

The successful outcome is a seven-record reference tracker with explicit statuses, evidence links, preserved document versions and a small next-action list. The result should remain understandable if Mika returns to it after a week. It should not depend on remembering why a row was marked green or whether the word sent meant a draft was prepared, a button was clicked, or a receipt was received.

Sources and tools

[S1] Europass: Create your Europass CV

<https://europass.europa.eu/en/create-europass-cv>

Checked: 2026-10-01

[S2] RFC 3339: Date and Time on the Internet

<https://www.rfc-editor.org/rfc/rfc3339>

Checked: 2026-10-01

CV & resume builder

Optional document creation; inspect the exported result and track its actual version. No hiring guarantee.

<https://kitforma.com/en/cv-builder/>

Inside the complete guide

Give each opportunity an identity

Define statuses by observable events

Preserve the exact document version sent

Treat deadlines as sourced information

Choose the next action you control

Keep evidence useful and private

Summarize without inventing success rates

Capstone: reconcile the eight raw rows

Answer key and the weekly review