

1. You find the following job listing, and want to add it to your records. Record every piece of information you can about it.  
<http://jobview.monster.com/UI-Developer-UI-UX-Human-Computer-Interaction-OOP-OOD-Job-Oklahoma-City-OK-121232560.aspx>
2. You have sent your resume to Sarah Turner. Make a note to yourself stating that you sent your resume to her, which job you sent your resume for, and what company the job is at.
3. You just got an email from Sarah! The message is below. Record a note with any relevant information.  
Hello,  
I'm email you today about the UI Developer position that you emailed us about.  
Your resume looks great. We would like to schedule a phone interview with you. What days and times work well for you?  
Along with your schedule, please attach a cover letter.  
Looking forward to hearing from you soon,  
Sarah Turner
4. You scheduled your phone interview for Tuesday at 1:00 pm with George. Record any relevant information.
5. You just had your phone interview with George. A partial transcript, without the boring parts, appears below. Record any relevant information.

**You:** Hello

**George:** Hello. This is George from Cyber Coders. How are you?

**You:** Fine. You?

**George:** Great. Can I start by asking a bit about your background?

- questions about your background here

**George:** Next, can we go through some technical questions?

- technical questions here.

**George:** Finally, do you have any questions for us?

**You:** Yes - can you tell me a bit about the differences between the two offices?

- George lists some differences

**George:** Do you have any idea which office you might prefer?

**You:** Right now, I'm leaning towards New Orleans.

**George:** Great. Any more questions?

**You:** Nope - it was nice speaking with you

**George:** You as well. You'll hear back from us in the next few days.

**You:** Goodbye.

**George:** Bye.

6. You are no longer interested in the Foo Make position, which was already in the system. Delete it.
7. Examine the details of Tufts University.