

Things I Wish I'd Kept Track of During My Career

Posted on [January 22, 2014](#) by [Tiana Tozer](#)

My first real job was a technical representative for an environmental shoe company, DEJA SHOE, headquartered right here in Portland, Oregon. I was stationed in San Francisco and my job was to develop and provide training to retail employees. My starting salary in 1993 was \$24,000. When the company went under two years later, I was making \$26,000.

How do I remember that? I don't. I have it written down, but I didn't always. And I have vague and very painful memories of trying to reconstruct the details of my past employment sometime in the mid-nineties when I was applying for jobs with the UN. They wanted to know every single detail about every single job I'd ever held.

If you keep track of these basic things throughout your career, filling out any application will be much easier no matter where you are in your career.

1. Dates

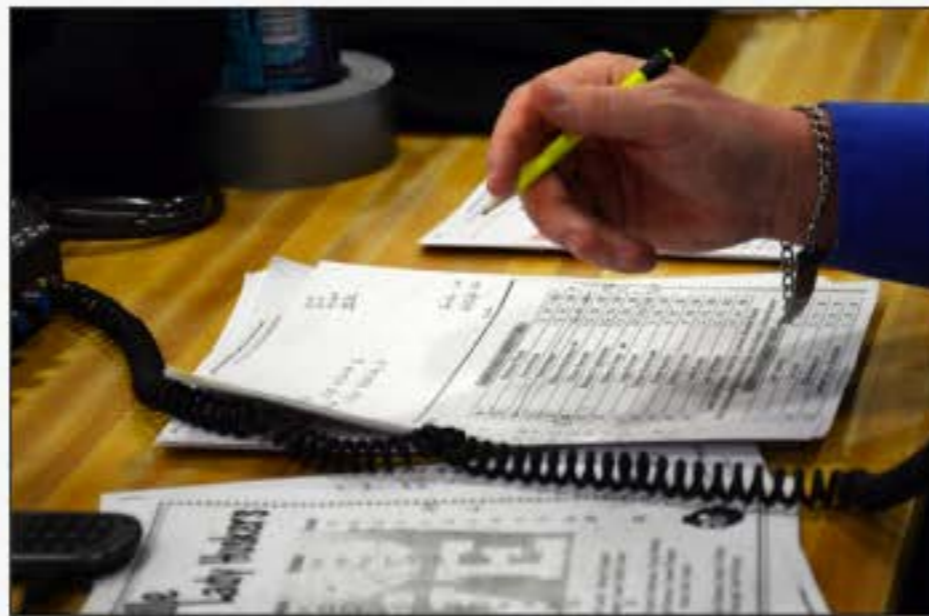
Write down the date you start a job, the date you leave a job, and the date of any promotion or title change.

2. Salary History

Keep track of how much you were compensated and when. You should also keep track of all raises, not just when your title or job changes.

3. Names and Addresses

Make note of each company and organization and the name of your supervisors.



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[Lindsey Salzer](#), Office Coordinator, Fish Marketing

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A simple spreadsheet or table works well:

Date	Organization	Event	Salary	Title	Supervisor
9/24/1993	DEJA SHOE (address n/a) company went under	Start date	\$24,000	Technical Representative	Sally Martin
10/3/1994		Raise	\$26,000	Technical Representative	Sally Martin
6/24/1995		End date	\$26,000	Technical Representative	Sally Martin
7/12/1995	Patagonia 259 W Santa Clara Street, Ventura, California 93001	Start date	\$26,500	Dealer Services Representative	Fred Sage
8/13/1997		Raise	\$27,000	Dealer Services Representative	Fred Sage
10/17/1997		New Supervisor	\$27,000	Dealer Services Representative	Christine Getman
1/1/1998	Patagonia 8550 White Fir Street, Reno, NV 89523	Transfer to Reno	\$27,000	Dealer Services Representative	Christine Getman
7/14/1998		End date	\$27,000	Dealer Services Representative	Christine Getman

Most large organizations have online application processes. Government jobs also usually require that you apply electronically. So you know what they say about memory! Save yourself the hassle of trying to remember the details and just keep track of them as your career progresses.

For more information on how to get started right in your career, read Tasha Mistry's articles,

["Five Things I Wish I Knew Before My New Job,"](#) and ["10 Things I Wish I Knew When I Started My Career."](#)

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Tiana Tozer is a public speaker and author. Her short stories, essays and articles have been published in The Wittenburg Door, the Idaho Statesman and Sports n' Spokes. A former Paralympic medalist and humanitarian aid worker in Iraq and Sudan, she now lives in Portland, Oregon where she is working on her memoir.

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