

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

West Virginia Division of Unemployment Compensation

[Office Address]
[City, State, Zip Code]

Subject: Job Search Documentation

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to provide documentation of my job search activities as required for my unemployment benefits. Below is a summary of the job applications I have submitted and any relevant job search activities conducted over the past [insert time period, e.g., two weeks]:

1. ****Job Title****: [Position Title]
****Company Name****: [Company Name]
****Date Applied****: [Date]
****Method of Application****: [Email/Online/LinkedIn]
****Status****: [Application Submitted/Interview Scheduled]
2. ****Job Title****: [Position Title]
****Company Name****: [Company Name]
****Date Applied****: [Date]
****Method of Application****: [Email/Online/LinkedIn]
****Status****: [Application Submitted/Interview Scheduled]
3. ****Job Title****: [Position Title]
****Company Name****: [Company Name]
****Date Applied****: [Date]
****Method of Application****: [Email/Online/LinkedIn]
****Status****: [Application Submitted/Interview Scheduled]

Additionally, I have participated in job fairs and networking events, including:

- ****Event Name****: [Event Name]
****Date****: [Date]
****Location****: [Location]

I have also been actively utilizing job search websites such as [List any job search websites] and have reached out to [mention any contacts or networks] for potential job leads.

Attached are copies of application confirmations and any correspondence related to my job search activities.

Thank you for your attention to this matter. Please feel free to contact me if you require further information or additional documentation.

Sincerely,
[Your Name]