

Keep Track of Your Potential Jobs - List the top ten places you would like to work.

TIPS

- Get your resume to stand out. Make sure your resume screams out your skills and experience in the first sentence!
- Be proactive in your job search. Call the company or contact to follow up.
- Include a cover letter with your resume and indicate how your background matches the job specifications. Include a brief, but compelling description of your experience and qualifications for the job.
- Write to catch the reader's attention. Reference the job number or position, and then tell the recruiter something about yourself, such as "Expert copywriter available for direct mail position."
- Research the company you are applying to. Demonstrate why you would be a good "fit."

Company Name Address	Website	USER NAME	PASSWORD	Phone Number/ Manager Name

* Data found in book titled "What Color is Your Parachute" - Richard Nelson Bolles - THE BEST JOB SEARCH BOOK EVER CREATED