APPLYING FOR A JOB
(Ideas, Tricks and Suggestions)

NUMBER ONE
RESEARCH!
- Find out about the company. Find out about the job.
- Target the company and the job you want.
- Don't send 500 resumes to random companies.

NUMBER TWO
- Find the right person!
- Try to find the manager for the job you want in the company.
- Follow the company's instructions for applications but don't stop there!
- Send ten resumes to one company you have RESEARCHED, not one resume to 100 companies you know nothing about.

NUMBER THREE
SEND A COVER LETTER!
- Always send a cover letter with your resume. This is where you show off your research.
- Explain in the cover letter why the company should hire you – tie your skills, interests, talent into the company's products and services.
- Sell YOU to the company!

NUMBER FOUR
FOLLOW UP!
- Sending a cover letter and resume to several people in a company is usually not enough.
- Follow up the cover letter/resume with another type of contact: email, phone call, etc. or try several other people in the company with a cover letter/resume.

NUMBER FIVE
Always use a personal note as a follow-up contact. A personal, well-written card/note is the best way to get attention and show your interest.