

Making Yourself the Best Candidate

- Research the organization.
- Research the job.
- Familiarize yourself with the job description.
- Match your skills & experience to the position.
- Know yourself.
- Project a positive attitude.
- Keep in touch with your contacts periodically.
- Write thank you notes and follow up after interview.



Cover letter

Cover Letter - a letter sent with your resume when applying for jobs. It provides additional information on your skills and experience and highlights qualifications on your resume.



Résumé Tips:

- *Keep it short.*
- *Use a quality printer.*
- *Omit negative details.*
- *Do not include personal information.*
- *Proofread!*
- *Offer to provide references.*