

# Peter K. Studner Associates

Workshop Program

West Los Angeles Office: 11925 Wilshire Boulevard • 3rd Floor • Los Angeles, CA 90025-6618

Other Offices: Burbank, Westlake Village & Irvine, CA

Mailing Address: P.O. Box 241957, Los Angeles, CA 90024-9757 • 310/470-6688 • FAX 310/470-8106

e-mail: SuperJobSearch@pobox.com

Internet: www.SuperJobSearch.com

## ANSWERING A CLASSIFIED AD

### READ AND ANALYZE THE ADVERTISEMENT CAREFULLY

#### Take into account the following:

- The position and the duties it entails.
- Name of the company.
- Location – look it up if you do not know where it is.

### CALL THE COMPANY AND ASK THEM HOW TO APPLY FOR THE POSITION

- Introduce yourself.
- Be precise and tell them why you are calling. Example: “I am calling regarding the advertisement I saw in the ‘Camarillo Acorn’ Classifieds section.
- Confirm the job title, the name of the company and the address.
- Get the name of the employer/interviewer, his/her title, address and phone number.
- Be polite. Be patient.

### BEFORE AN INTERVIEW

- Dress properly, in accordance with the job you are applying for.
- Make sure you have your resume and/or business card with you and your draft application with the information to copy from.
- Be on time.

### DURING THE INTERVIEW

- Introduce yourself.
- Be polite and sincere.
- Listen carefully to what the interviewer says.
- Answer all questions with an emphasis on your accomplishments, experience and the software/equipment you know how to use.
- Fill out the work application form completely. Use the application model that you have already filled out to copy the information.
- After filling out the work application form, give it to the employer/interviewer with a copy of the resume and/or business card attached with a paperclip.
- Ask questions. For example: What is the next step? Express interest.

### AFTER AN INTERVIEW

Send a thank you letter to your interviewer. For Example:

Dear Mr. Brown,

I appreciated very much meeting you today and I am most interested in the position with your company. I hope that I will be recalled for further discussion.

Sincerely,

Sonia Turner

Attach a copy of your resume and/or business card so they can easily remember who you are. This will show your interest.

Big company needs – **ENGINEER**  
Experienced. Must have a BS in Engineering. If interested, please apply in person at our HR department, Tues-Fri, 10AM-3:00PM.  
**475 E. ABC St., Camarillo, CA 93010**