

Peter K. Studner Associates

Innovative Outplacement Programs

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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.

Wanted: **ADMIN. ASSISTANT**
Experienced. If interested, please apply
in person at our HR department
Tues-Fri, 10AM-3:00PM.
**475 E. ABC St., San Antonio, TX
77072**

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 “San Antonio Daily” 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 other skills you may possess.
- 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.