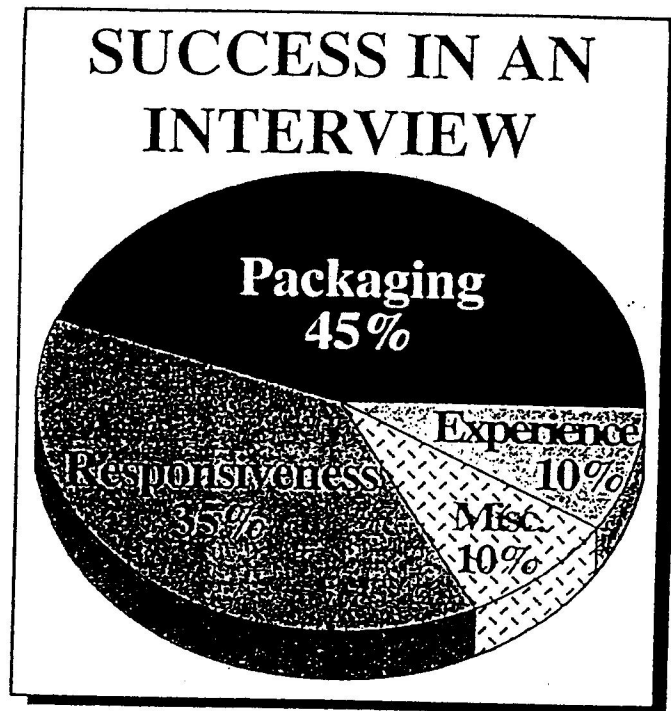


# Role of the Application

1. Becomes a calling card. (Please look at me.)
2. Screens you out/screens you in.
3. Sets interview agenda.



## DO'S FOR APPLICATIONS

1. Do read the application first.
2. Do use a black pen.
3. Do print neatly and completely.
4. Do have a phone number.
5. Do have permission from three references.
6. Do use 'open' for salary desired.
7. Do know position wanted.
8. Do list ALL skills and abilities.
9. Do sign your name.
10. Do SELL your self.

## Reasons for Leaving

- *seeking advancement*
- *career change*
- *seasonal*
- *temporary*
- *relocation*
- *reduction in force*
- *economy slowed*
- *business closed*
- *family needed me (no longer a problem)*
- *job ended*
- *health or injury (no longer a problem)*