

Jayobi.com Checklist for Contacting Employers

- √ Sign your name on the company cover letters in blue ink (not black).
- √ Staple the cover letter on top of the résumé so there is no chance of the two being separated.
- √ To avoid being pre-screened by the contact's administrative assistant, do not put your return address on the envelope.
- √ Use only attractive stamps (select a design that you like) when affixing postage ... do not run envelopes through a postage meter.
- √ Mail your resumes/letters so that they will be received by the target company contact Tuesday – Thursday.
- √ Keep your Jayobi company control form at the telephone you use most often so you can quickly reference any company that calls you for information and/or an interview. Also, keep notes on the responses and actions of your companies.
- √ Always take several extra résumés to all interviews and from time-to-time review the contents of your résumé. Get the correct name/title of each person you speak with during an interview - ask for their business card if possible.
- √ Following each interview (whether by phone or in person), use your sample letter file to prepare a thank you letter and email it to the person(s) you interviewed.