



Tips for Job Seekers

Whether you are seeking a job with a staffing firm or a Fortune 500 company, the process is pretty much the same. Start by crafting a compelling résumé. This will help you identify your marketable skills. Then, before you apply for a job, make sure that your skills match what the company is looking for. If so, prepare an effective cover letter and send it to the prospective employer along with your résumé. If you get an interview, get ready for it well before you go. There may be more than one. For example, your first interview may be with a staffing firm and your second one with its client.