



- Learn to write targeted resumes and cover letters. (The Office of Student Professional Development and Employer Services assists you with this.)
- Learn how to answer interview questions such as: Why do you want to work for this company? (The Office of Student Professional Development and Employer Services assists you with this.)
- Research the job and company.
- Visit the company web site. If the company in question does not have a web site or the web site does not seem to match the advertised job, there may be cause for concern.
- Note the professionalism of the web site.
- Is there specific contact information?
- Are jobs and career information actually posted on the site?
- A lack of pertinent information may be a red flag.