



## Company Opportunity Summary

No matter where you are going or what type of position you are applying for, every person you come in contact with should be treated with respect. It is better to over-dress for an interview than to under-dress. Take the time to know something about the company, job, person, etc. so you appear to be interested in the company and prepared. Remember: they have something you need – a job

Once you are engaged with a company about a job, use this form to keep track of your efforts with them. This may seem like a lot of work but it will give you a competitive advantage. **Consider your full-time job as GETTING A JOB.**

Use this with your weekly summary sheet so you can keep track of what you have done or are doing and what your net steps are.

Company Name:	Website Address:
Your Contact's name and title:	Your Contact's phone number:
Decision Maker's Name and Title:	Decision Maker's Phone Number
Title of Job, what is it's real purpose? Why does the company even have the position – how does it benefit the company?	
<b>What they say they need for position</b>	<b>What you have to offer them</b>
Education:	Your Education
Work Experience:	Work and real life experience:

	<p><b>Do not sell yourself short.</b> For example, Farm hands are considered some of the most reliable workers in the world!</p>
Duties & Responsibilities:	What have done or what makes you think you can handle this job?

**Reality Check**

What strengths do I have relative to this position:

What gaps are there between what they need and what you have? How can these gaps be minimized?

**Specific Actions Taken**

- Application Submitted
- Cover Letter Attached
- Resume/Experience Summary provided

Summarize who was specifically sent what. Success lies in directing your materials to a human being you can contact. Always send your information to a specific person. Always follow-up to confirm receipt. Summarize what has been done so far:

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### Specific Follow-up Completed

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( ) 1<sup>st</sup> Interview with \_\_\_\_\_ ( ) Thank you letter \_\_\_\_\_

( ) 2<sup>nd</sup> Interview with \_\_\_\_\_ ( ) Thank you letter \_\_\_\_\_

( ) 3<sup>rd</sup> Interview with \_\_\_\_\_ ( ) Thank you letter \_\_\_\_\_

Maintain all of the above details especially names, titles, contact data, etc.

### Prognosis

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Date: \_\_\_\_\_

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Date \_\_\_\_\_

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Date \_\_\_\_\_

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Date \_\_\_\_\_

**Notes**

