











# Watchdog Jobs: Job Search Organizer

## **QUICK TIPS:**

- **RESEARCH THE COMPANY AND THE JOB**
- **REVIEW THE WHOLE APPLICATION BEFORE STARTING IT**
- **CHECK TO SEE EMPLOYMENT DATES ARE ACCURATE**
- **PROOFREAD THOROUGHLY FOR SPELLING AND GRAMMAR ERRORS**
- **BE HONEST**
- **TAILOR THE APPLICATION TO FIT THE JOB APPLYING FOR**
- **HAVE YOUR REFERENCE LIST READY**
- **DON'T MISS THE DEADLINE!**