3+3 JOB | COMPANY WORKSHEET

Location _____   Industry _____

Target Role _____   Additional Criteria_____

COMPANY NAME	HIRING MANAGER NAME	CONTACT INFORMATION	STATUS	ALUMNI OR LINKEDIN CONTACT NAME	CONTACT INFORMATION	STATUS

This is a 'short list' – not an 'exhaustive list' that is too daunting to research. Pick five as a start, add more as some are ruled out.

Location: Specific city or region that you'd like to find a job in
Industry: Healthcare, Oil & Gas, Commercial Banking, etc.
Target Role: Financial Analyst, Social Media Manager, Consultant, Accountant, etc.
Additional Criteria: Fortune 500, small business, startup, sustainability focus, culture, etc.
Company: Target companies within the city/region who have positions in the industry and the role and who meet any additional criteria that you might have
Hiring Manager Title: Director of Finance, Director of Marketing, Managing Partner, etc.

Use resources like Google, corporate websites, LinkedIn, Glassdoor, and Jigsaw to gather pertinent information

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Specific Position Information*

Company	Position Title	Position Description Highlights and Requirements	Reasons I Want to Work at This Company 'Company Focused'	Reasons Why I'm a Great Candidate for the Position 'You Focused'
		1)	1)	1)
		2)		
		3)		
Focus			2)	2)
		1)		
		2)		
		3)	3)	3)
		1)	1)	1)
		2)		
		3)		
Focus			2)	2)
		1)		
		2)		
		3)	3)	3)
		1)	1)	1)
		2)		
		3)		
Focus			2)	2)
		1)		
		2)		
		3)	3)	3)

*After targeting specific companies and positions, record the key focus area of the company (products, services, etc.); highlights of the position (key responsibilities and other important information); and specific requirements of the role (only note the ones that are unique to the role (years of experience, specific knowledge, etc.). List at least three reasons why you would like to work at the company and at least three reasons why you are a strong candidate for the position. This info is important for talking to the company (emails, phone calls, interviews) and will help you keep track of the positions you are targeting and applying for.

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		2)		
		3)		
Focus			2)	2)
		1)		
		2)		
		3)	3)	3)
		1)	1)	1)
		2)		
		3)		
Focus			2)	2)
		1)		
		2)		
		3)	3)	3)
		1)	1)	1)
		2)		
		3)		
Focus			2)	2)
		1)		
		2)		
		3)	3)	3)

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