

# HOW TO GET A JOB

## ***Ten Don'ts***

1. Don't be afraid to tell folks you need a job.
2. Don't write a letter of application in longhand.
3. Don't say you'll take anything or do anything.
4. Don't overlook all bets, friends, ads, agencies.
5. Don't call on Saturdays, Mondays or near holidays.
6. Don't write a letter on hotel stationery.
7. Don't apply to concerns laying men off.
8. Don't see one man each day. See ten.
9. Don't sell yourself. Sell results.
10. Don't quit.

## ***Ten Do's***

1. Always inclose return postage in your letters.
2. Always attach a small full-face photograph.
3. Always write your own letter.
4. Always address it to a specific person.
5. Always ask for a specific job.
6. Always make your letter complete, with all facts.
7. Always look neat and personable in an interview.
8. Always know what you are going to say beforehand.
9. Always see things from the boss' viewpoint.
10. Always keep hustling.