

## Company Research

Research a potential company you would be interested in working for either now or in the future. As you know, even when there are no positions available, companies will usually accept a cover letter and resume. Once you find a company you are interested in, find the following information.

- 1) Name of the Company: \_\_\_\_\_
- 2) A Contact's Name: \_\_\_\_\_
- 3) The Contact's Title: \_\_\_\_\_
- 4) The Contact's Department (If applicable): \_\_\_\_\_
- 5) Contact's Street Address, City, State and Zip: \_\_\_\_\_
- 6) What position are you seeking?: \_\_\_\_\_
- 7) What is something you know about the company, research some knowledge of their company? : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8) What are some of your skills that would fit the employer's needs?: \_\_\_\_\_  
\_\_\_\_\_  
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