

ON A JOB INTERVIEW

DO

- Act natural.
- Be prompt, neat, and courteous.
- Carry out promises.
- Ask relevant questions.
- Allow employer to express himself.
- Read company literature.
- Examine company ratings.
- Evaluate objectively.
- Follow procedures.
- Make yourself understood.
- Listen to the other person.
- Present informative credentials.
- Think of your potential service to the employer.

DON'T

- Criticize yourself.
- Be late for your interview.
- Freeze or become tense.
- Present an extreme appearance.
- Become impatient.
- Become emotional.
- Talk too much or too little.
- Oversell your case.
- Draw out interview.
- Make elaborate promises.
- Come unprepared.
- Try to be funny.
- Unduly emphasize starting salary.
- Linger over fringe benefits.

JOB REQUEST

Earl Mason desires a position as Superintendent or Assistant Superintendent in the Baltimore or Eastern Shore area. He graduated from the University of Maryland Institute of Applied Agriculture as a turf major. He has had three years experience in all phases of golf course management.

Earle may be contacted at 301 4th Avenue, Baltimore, Maryland 21225, (phone-301-789-9158).



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