

JIST CARDS-use it for networking and with employers.

A 4x6 or 3x5 colored card that shows at a glance your skills, abilities, and experiences. These cards will show an employer and a networking contact that you are a desirable candidate for an interview.

1. Distribute among the people you know who could help you find a job. Give to friends and relatives. They can use them as a reminder to keep their eyes and ears open for job leads to pass on to you.
2. It effectively answers: 'tell me about yourself.'
3. You appear unique! No two cards look exactly alike or say the same thing.
4. Your card quickly "hooks" the interest of an interviewer and networking contact.
5. How you present yourself on the phone comes directly from the information on your JIST card. It is your elevator speech.
6. Your card shows that you know what you have to offer.
7. Your confidence level goes up when you can complete and talk about your card.
8. Your card shows that you are organized and possess important communication skills.
9. You use your JIST card the same way any person employed by a firm uses a business card.
10. You leave the employer and your networking contacts your card.
11. It contains a personal sales pitch.
12. Give the card to each of your references and your networking contacts so they can have knowledge of the position you are seeking and give you a good recommendation, whenever the need occurs.
13. Attach the card to the upper right-hand corner of your application with staple or paper clip. Carry a small staple or paper clips with you.
14. Be sure to enclose a card with each thank-you note (letter) that you send to interviewers.
15. The phrases on your JIST card will become the basis for telephone contacts and interview responses.
16. Be generous with your JIST cards, and they will increase your chances for being chosen for interviews.