



**RESPOND PROMPTLY
TO E-MAIL
REQUESTS.
OPEN
ATTACHMENTS.**



**WHEN
INFORMATION
REQUESTED,
PROVIDE
PROMPTLY.**



**RETURN PHONE
CALLS. IF NO
ANSWER,
LEAVE A MESSAGE.**



**TEXT IF
THAT'S EASIER.**



**KEEP
JOB COUNSELOR
POSTED ON
PROGRESS.**



**RESPECT
JOB COUNSELOR'S
WORKING
HOURS.**



CREATING A **POSITIVE AND PRODUCTIVE** RELATIONSHIP WITH YOUR **JOB COUNSELOR**

DISCUSS

**IF HAVING PROBLEMS
WITH PACE OF JOB SEARCH,
HAVE A CHANGE OF
SITUATION AFFECTING YOUR
JOB SEARCH OR NEED
DIFFERENT JOB LEADS.**

DO ASSIGNMENTS

**RESUME,
WORKBOOK CHAPTER 1,
COVER LETTERS,
APPLICATION LOG**

CONTACT

**TEXT, PHONE OR E-MAIL
IF YOUR JOB
COUNSELOR FORGOT TO
SEND SOMETHING.**



**MEO
Job Counselors
Truly Want To
Help!**

