Tips for how to get your dream job:

• Don't be afraid to ask for a pre-interview to find out if the job is what you think it is. It shows initiative.

• Send all asked for materials in the job posting and no more.

• Send requested materials as attachments to an email, not as the body of the email and not in a series of separate emails.

• Tailor your cover letter, your resume and your samples to the job posting.

• Have a perfect resume and cover letter. This is your first opportunity to show your writing skills.

• Keep your resume short – 1 page if possible, no more than two. If needed to pare down to one page, use only relevant past experience.

• Come to the interview with a positive attitude and maintain it throughout.

• Dress appropriately for the interview.

• Send a handwritten thank you note after each interview.

• Be on time. Try to arrive 10 minutes early.

— Shana McNally, Corporate Proofreader, Costco Wholesale