



# *Company / Organization Information*

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Research employer files to obtain answers to each of the following questions:

1. Name of company or organization:
2. Age of company or organization:
3. Products or services of company or organization:
4. Growth history of company or organization:
5. Anticipated growth of company or organization:
6. Current challenges faced by company or organization:
7. Location of plants, offices, and stores of company or organization:
8. Parent company of company or organization:
9. Subsidiaries of company or organization:
10. Major activity of company or organization:
11. Description of position for which I am applying:
12. Major duties of position:
13. Geographical location of position:
14. Minimum requirements for the position:
15. Deadline for application:
16. Starting date of position:
17. Salary range:
18. My related experience:
19. My related training:
20. My indirectly related experience:
21. My indirectly related training:
22. My community or school activities as they relate to the position:

**FOR FURTHER INFORMATION, VISIT THE CAREER CENTER, H. WILLIAM CLOSE (BA) BLDG., 6<sup>th</sup> FL.**  
**PHONE: 777-7280    E-MAIL: [career@sc.edu](mailto:career@sc.edu)    WEB PAGE: <http://www.sc.edu/career>**

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