

**ESTABLISH CRITERIA FOR TARGETS**

With your career objective as a guide take some time to consider the parameters of the organization that would fit your goals the best. After you complete this information, we recommend visiting online company database websites to search for potential targets.

**GEOGRAPHIC PREFERENCE**

Consider your ideal geographic preferences.

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| A particular radius of your zip code? |  |
| A city or several cities? |  |
| A state or several states? |  |
| Open to global opportunities? |  |
| Is relocation an option? |  |

**COMPANY SIZE PREFERENCE**

Consider the size of company you would like to work for. Large companies ($100+ million) often have higher compensation packages and potential growth opportunity. Medium-sized companies ($25+ million) have competitive compensation packages. Smaller organizations fall in the annual revenue range of (-$25 million).

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| Corporate-wide annual sales volume (enter a minimum and/or maximum number in millions) |  |
| Number of employees corporate-wide |  |
| Number of employees at single locations  |  |

**LOCATION TYPE PREFERENCE**

Consider the location type of an organization that would most likely need your targeted position.

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| All locations in targeted areas |  |
| Headquarters only – a location that has other locations (branches, single locations, or other headquarter locations) reporting to it |  |
| Branch only – a secondary location of a company that has no locations reporting to it |  |
| Single Location – either a subsidiary that has no locations reporting to it, or a company with only one location |  |

**INDUSTRY PREFERENCE**

Depending on your career objective, your functional area of expertise may be targeted to specific industries. On the following pages you will find a list of industries and Standard Industry Codes (SIC). List the industries you would like to target. Enter industry and SIC codes below.

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**ESTABLISH CRITERIA FOR TARGETS**

**INDUSTRY SELECTION:**

Use the following list to identify prospective industries to target.

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| --- | --- |
|  | **Agriculture, Forestry, And Fishing** |
|  | 0100: Agricultural Production Crops |
|  | 0200: Agricultural Production Livestock |
|  | 0700: Agricultural Services |
|  | 0800: Forestry |
|  | 0900: Fishing, Hunting & Trapping |

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|  | **Mining** |
|  | 1000: Metal Mining |
|  | 1200: Coal Mining |
|  | 1300: Oil & Gas Extraction |
|  | 1400: Mining & Quarrying |

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|  | **Construction** |
|  | 1500: Building Construction, Gen'l Contractors |
|  | 1600: Heavy Construction Other Than Building |
|  | 1700: Construction-Special Trade Contractors |

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|  | **Manufacturing** |
|  | 2000: Food & Kindred Products |
|  | 2100: Tobacco Manufacturers |
|  | 2200: Textile Mill Products |
|  | 2300: Apparel & Textile Products Made From Fabrics |
|  | 2400: Lumber & Wood Products Exc Furniture |
|  | 2500: Furniture & Fixtures |
|  | 2600: Paper & Allied Products |
|  | 2700: Printing, Publishing & Allied Industries |
|  | 2800: Chemicals & Allied Products |
|  | 2900: Petroleum Refining & Related Industries |
|  | 3000: Rubber & Miscellaneous Plastic Products |
|  | 3100: Leather & Leather Products |
|  | 3200: Stone, Clay, Glass & Concrete Products |
|  | 3300: Primary Metal Industries |
|  | 3400: Fabricated Metal Products, Excluding Machinery & Transporting Equipment |
|  | 3500: Machinery, Except Electrical |
|  | 3600: Electrical & Electronic Machinery, Equipment & Supplies |
|  | 3700: Transportation Equipment |
|  | 3800: Meas., Analyzing & Controlling Instruments |
|  | 3900: Miscellaneous Manufacturing Industries |

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**INDUSTRY SELECTION:**

|  |  |
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|  | **Transportation And Public Utilities** |
|  | 4000: Railroad Transportation |
|  | 4100: Local & Suburban Transit & Highway Transportation |
|  | 4200: Motor Freight Transportation & Warehousing |
|  | 4300: United States Postal Service |
|  | 4400: Water Transportation |
|  | 4500: Transportation By Air |
|  | 4600: Pipelines, Except Natural Gas |
|  | 4700: Transportation Services |
|  | 4800: Communications |
|  | 4900: Electric, Gas & Sanitary Service |

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|  | **Wholesale Trade** |
|  | 5000: Wholesale Trade-Durable Goods |
|  | 5100: Wholesale Trade-Nondurable Goods |

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|  | **Retail Trade** |
|  | 5200: Building Materials & Garden Supplies |
|  | 5300: General Merchandise Stores |
|  | 5400: Food Stores |
|  | 5500: Automotive Dealers & Service Stations |
|  | 5600: Apparel & Accessory Stores |
|  | 5700: Furniture & Home Furnishings Stores |
|  | 5800: Eating & Drinking Places |
|  | 5900: Miscellaneous Retail |

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|  | **Finance, Insurance, And Real Estate** |
|  | 6000: Depository Institutions |
|  | 6100: Nondepository Institutions |
|  | 6200: Security & Commodity Brokers & Dealers |
|  | 6300: Insurance Carriers |
|  | 6400: Insurance Agents, Brokers & Services |
|  | 6500: Real Estate |
|  | 6700: Holding & Other Investment Offices |

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|  | **Services** |
|  | 7000: Hotels & Other Lodging Places |
|  | 7200: Personal Services |
|  | 7300: Business Services |
|  | 7500: Automotive Repair Services & Parking |
|  | 7600: Miscellaneous Repair Services |
|  | 7800: Motion Pictures |
|  | 7900: Amusement & Recreation Services |

### **ESTABLISH CRITERIA FOR TARGETS**

**INDUSTRY SELECTION:**

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|  | **Services (continued)** |
|  | 8000: Health Services |
|  | 8100: Legal Services |
|  | 8200: Educational Services |
|  | 8300: Social Services |
|  | 8400: Museums, Botanical, Zoological Gardens |
|  | 8600: Membership Organizations |
|  | 8700: Engineering, Research, Management & Related Services |
|  | 8900: Services, Nec |

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|  | **Public Administration** |
|  | 9100: Executive, Legislative & General Government, Except Finance |
|  | 9200: Justice, Public Order & Safety |
|  | 9300: Public Finance, Taxation & Monetary Policy |
|  | 9400: Administration Of Human Resource Programs |
|  | 9500: Administration Of Environmental, Quality & Housing Programs |
|  | 9600: Administration Of Economic Programs |
|  | 9700: National Security & International Affairs |