Company History & Information Report

For any job, it is important to learn a little about the company prior to agreeing to work for that company. For this project, you will be researching a particular company. Please be sure your choice is approved by your instructor prior to beginning your research.

You should use the internet as a tool to find and gather your information – find the company website!

**Create a PowerPoint or use Microsoft Word/Publisher to create a brochure to summarize your findings:**

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| List 3 facts about your company | 20 pts |
| What year did the company begin? | 5 pts |
| What type of product or service does this company provide? | 20 pts |
| Why would it be important for you to have good customer relations skills to work for this company? | 10 pts |
| Why would it be important for you to have good IT skills in order to work for this company? | 10 pts |
| Why would it be important for you to have good computer skills (MS Word, Excel, Access, PowerPoint, etc.) to work for this company? | 10 pts |
| Are there any current position openings posted on the company website? | 5 pts |
| Who is the president or leader of the company? | 5 pts |
| Where is the company headquarters facility located? | 5 pts |
| Does this company have a “Mission” of any kind? If so, what it is and how could you help that company achieve that mission? | 10 pts |
| NOTES: | /100 |