

# **How To Become More Successful And Have More Fun On Your Job!**

**A Special Report  
Compliments Of...**

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# How To Become More Successful And Have More Fun On Your Job!

It doesn't matter whether you're presently working in a good job or looking for one, this special report will show you how to become more successful and have more fun on your job.

In the first section, you'll learn how to find and get your ideal job. And, in the second section, you'll discover how to get the most from your present job, including how to get a raise.

## SECTION ONE – HOW TO FIND AND GET YOUR IDEAL JOB

### How To Prepare For Job Hunting

#### Know what You Want

Be perfectly clear of what you want. Avoid having vague objectives, such as “any job that pays.”

Make your objectives and goals very definite and specific. Your first step to getting a successful job is to know exactly what you want. Ask yourself this question, ‘*What is my ideal job?*’ and write down the answer on a sheet of paper.

#### Expect The Best But Prepare For The Worst

Always expect to achieve success, but prepare for the worst. Adversity happens to the best of us. Overcome adversity and use the experience to help you achieve even greater success.

Remember, if you haven't been through bad times, you're far from success.

#### Be Positive

When you create a “win, win” attitude, you'll start to win. When you start to think positively, everything around you will be positive. Whatever you expect to take place... will take place.

If you want things to be good, they'll be good. You're the master of your destiny.

#### Be Confident

You need to have confidence in yourself. When you're confident in yourself, other people will be confident in you, also. People admire and respect a confident person. Be that person.

When you're confident, you'll even admire and respect yourself more. On the other hand, if you have doubts about yourself, others will have doubts about you, too.

### Take Action

Do whatever you have to do to get to where you want to be. Commit yourself to action. Start today, rather than putting off your plans until tomorrow.

The only way you'll achieve success is to act NOW. You must act now with full force if you want to achieve your dreams. So, plan to act out your ideas today.

### Visualize Your New Job

Visualize the job you want. Tell yourself how much you want the job and what you're willing to do for it.

Your dreams will become your reality if you let them. Know what your dreams are. Visualize success in your mind so well that it's almost real.

### Be Persistent

It usually takes time for you to find your ideal job. So, be persistent.

When you encounter setbacks, keep trying and you'll eventually succeed. Nobody makes it the first time. Try again and again until you've achieved your goals. There's no going back. March forward.

While you may encounter rejections, they can't stop you from reaching your goals if you don't let them.

### You Must Be Willing To Pay The Price

Nobody gets a free ride.

If you want something, you must pay for it. While it's going to be hard to get what you want, when you have compelling goals, you'll do whatever it takes to achieve them. And you'll do it faster than you can imagine.

Remember, worthwhile things in life are always the hardest to achieve. Otherwise, everybody would be doing it.

### Get Other People To help You

It's very challenging to achieve success by yourself. Let other people help you get from where you are to where you want to be. All you have to do... is ask them.

Other people can teach you and help you become a better person. You can learn a lot from them simply by listening to them.

Remember to return a favor to everyone who has helped you.

### Demand A Lot From Yourself

When you demand more from yourself than anyone else could expect, you'll achieve more and better results. Your expectations of yourself (and others) will become a reality if you expect them to be real.

What you expect to happen, will usually happen. When you push yourself hard, you'll start to see amazing results. Demand more from yourself, and you'll achieve results greater than your wildest expectations.

## **Where To Look For A Job**

Look through the help and want ads of newspapers and professional and trade journals.

Find out where government jobs are listed and then apply for a state, local or federal job. Check with your state employment center – it may be able to get you a lead.

Most schools have job placement centers, so check with them. The secretaries of civic organizations and the Chamber of Commerce may have some leads for you as well.

You may be able to get a job by going to a job fair. If you're a minority or need special assistance, then certain special interest groups may be able to help you find a job. Check with your public library for more information.

### Where You Can Get Job Leads

Trade conventions and organizations that relate to your field may be able to get you job leads.

If your relatives and friends have no leads for you, then ask them to refer someone who may be able to help you out.

Place a job ad in newspapers or professional journals. Search the internet.

## **How To Prepare A Killer Resume**

An effective resume will get you job interviews. Since a potential employer may receive hundreds, even thousands, of resumes for a position, you must make your resume stand out.

### Preparing Your Resume

Write down important information about yourself, such as your work experience, education, skills, interests, career goals, and so on, on a piece of paper. Organize the information in a logical manner, and then transfer it to a resume.

Remember to only use the training and experience that are relevant to the job you're applying for. If you want to include the experience that isn't related to the job you're applying for, be brief.

Tell your prospective employer anything and everything that's in your favor and that will interest them. Arrange the information so it catches your prospective employer's attention.

To determine what you should put in the beginning of your resume, think of what your potential employer will feel is important.

You can organize your experience by job or by function. While your resume should be detailed enough to give an employer all the important facts about you, keep it two pages or less. Otherwise, they may not read it. Since employers are busy people, they want the facts in as few words as possible.

When writing out your resume, avoid mentioning anything negative about yourself. If you have never had any work experience and the job calls for such work experience, instead of putting "none" in that section of your resume, leave it out of your resume entirely.

### Make Your Resume Impressive

Your resume should be typed on a good typewriter or printed on a high quality laser printer.

Remember, when a prospective employer looks at a resume, he or she subconsciously relates the quality of your resume with the quality of your work. Employers decide whether to give you an interview based on your resume alone.

The most impressive resumes are not five-color jobs on 25-cent paper. If your resume is too flashy, your prospective employer may not be too impressed.

Avoid giving out carbon copies of your resume because they look cheap and tell an employer you gave the original to someone else.

Research has shown that resumes printed on yellow paper with brown ink are the most effective.

## **How To Have A Great Interview**

### What You Should Bring To The Job Interview

Organize and prepare all the papers you will need with you at your job interview. Your main document is your resume. If you don't have a resume, take your school records, Social Security card, work records, licenses, military records, dates of employment, and names of your previous employers.

### Your References

Create a list of references, and be prepared to give an employer the names and addresses of three people who are familiar with you and your work. You should ask your references to let you use of their names before the interview.

If you think it's appropriate, ask a professional friend or former employer to write you a reference or recommendation letter, and include it with your resume. If your work is the type of work you can show, then bring samples of what you have done in the past to the interview.

### Know The Company And The Employer

Learn all you can about the company and the person who's interviewing you. Go to the library or your Chamber of Commerce to find out as much information as you can about them. Check out their website, if they have one.

### Know How Much You Should Earn

Know how much you should earn with your talents and skills. Know approximately what the salary scale is for the job and be ready to negotiate.

### Know Yourself

Know your strengths, experiences, talents, as well as your weaknesses.

Evaluate what you can offer this company, whether it's education, training, or special skills. Always tell them what you can do, not what you can't do. Know exactly what type of job you're applying for and what type of job you want.

### Know Your Interviewer

Prepare yourself fully to answer any question the interviewer may ask you.

Rehearse the answers to these most commonly asked questions ...

- Why do you want to work here?
- How long do you want to stay with this company?

- Why did you leave your last job?
- Why aren't you working now?
- How long do you think you would stay in this present job without a promotion?
- Why should we hire you?
- What is your greatest strength and / or weakness?
- What did you like/dislike about your last job?
- How much did you earn?
- How much do you want to earn?
- Why do you think you can do this job without experience?
- Tell me about yourself.

Get someone to ask you these questions so you can practice your answers.

Remember, since these questions have been asked so many times, a good interviewer may ask you the same questions in a slightly different way. So, be prepared for them.

### Arrive On Time For The Appointment

Make sure you're at least 10 minutes early for the scheduled appointment. If you're going to be late, call to let the interviewer know if it's all right for you to arrive at such and such time, and explain the reason. If not, then reschedule the appointment for another day.

Give yourself enough time to spend with the interviewer. Avoid arranging another appointment 15 or even 30 minutes after the first one. Your time with the interviewer should be uninterrupted.

### Your Appearance And Dress

Dress conservatively (without flashy colors) and appropriately to the interview. Be well groomed and shaven.

If you're a man, then wear a suit, if it's appropriate.

If you're a woman who has long hair, put your hair up or tied it back so it doesn't come down to your face. Put on just the right amount of makeup.

Whether you're a man or woman, the way you look is very important to your interviewer.

If your appearance is bad for the interview, that's the impression an employer will have of your job performance. So, make sure you look neat and professional for the interview.

If you're a smoker, avoid smoking at least half an hour before the interview. And, never smoke during the interview.

## What To Do At The Interview

When you shake an employer's hand, give it firm and solid grip. Be businesslike, pleasant, and friendly. Smile throughout the whole interview. Make sure you smile sincerely, with your eyes as well as with your mouth.

Keep eye contact with the interviewer. If you have trouble looking into his or her eyes directly, then look at the bridge of the nose or the forehead. This will seem as if you're looking into his or her eyes.

Sit straight up and slightly toward the interviewer. Maintain good posture. This will make it seem as if you're very interested in what the interviewer has to say.

If you're under stress, do your best to act calm.

## What To Say And Do At The Interview

Always let the employer take charge of the interview. Answer his or her questions briefly but completely. Avoid rambling on about unimportant things and waste his or her time. Also, avoid dogmatic statements.

Tell the employer exactly what you expect from your job and from him or her, and what he or she can expect from you. Emphasize your qualifications in a positive, affirmative tone.

When the employer tells you what type of person he or she is looking for use this information when telling the employer about your qualifications. Tell him or her what he or she wants to hear.

When you tell people what they want to hear, they start to agree with you. However, remember not to exaggerate any facts with lies. Use your resume or records to support the claims you make about yourself.

If you don't understand a question the interviewer asks you, ask him or her to rephrase the question.

Anticipate what the interviewer wants to find out about you, and give him or her the appropriate information.

Talk about previous jobs only if they're in your favor.

## What Not To Say And Do At The Interview

Never say anything bad or criticize previous employers or fellow workers.

If you say anything bad about anyone, your future employer can expect trouble from you.

Also, don't say anything negative about yourself. Avoid discussing anything personal, financial or domestic unless the interviewer asks you. If the interviewer asks you questions that aren't relevant to the job, such as your religious or political beliefs, then ask him or her to explain the reason behind these types of questions.

The interviewer may ask you confusing questions to see how well you operate under pressure. If so, stay in control and answer calmly.

Be patient when the employer asks you a question. Wait for him or her to finish the question and then answer it completely and in a relaxed manner.

Avoid making the employer think you're desperate for the job.

### At The End Of The Interview

At the end of the interview, thank your potential employer for spending his or her time with you.

If the employer doesn't offer you the job at the end of the interview, ask him or her when you can call back to find out about the decision. If you're asked to come back, then write down the time and place in your daytimer.

When you get back to your home, immediately write and send a "thank you" letter to your interviewer. Since most applicants don't do this, you'll make a good impression on your potential employer.

And, if, at the end of the interview, you're not offered the job, and you really want it, then tell the interviewer so. Follow up with a thank-you letter to the interviewer, telling him or her, again, that you really want the job. If you forgot to mention something in the interview that you thought was important, include it in the letter.

If the interviewer hasn't contacted you in a week or two, call him or her. And, if somebody else has been or will be hired for the job, ask the interviewer if there are any other openings available in the company. If not, then ask him or her for some leads.

You can say something like, "*Which companies do you know that may be able to benefit from someone with my experience and skills?*"

### If You're Hired At The Interview

Make sure you understand what your duties will be. A good understanding of what your employer expects from you and what you expect from your job will prevent conflicts in the future. So be sure you're very clear on both of them.

Also, find out what advancement opportunities are open for you. While you want to tell the employer how much you want, wait until he or she talks about salary before discussing it.

Okay. If you follow these suggestions for getting a job, then you'll greatly increase your chance of getting the right one.

Next, we'll talk about...

## **How To Prepare Yourself For A Raise**

### Take On More Responsibility

Take on the tougher assignments. Actively seek more difficult work with added responsibility. Take on all the responsibility you can handle. Accept more responsibilities in addition to your assigned work, The greater your responsibilities, the more valuable you'll become to your company.

### Increase Your Interests

The more you know, the more valuable you'll become to the company you work for. Go to night classes or read books that will give you more knowledge. Increase your interest in things that will help your company.

### Take The Risk

Nothing comes easily.

While moving up in a company is going to be hard, the rewards will be worth the extra effort. If you expect to move up, you must take chances. It's the little risks in life that give you the most advancement. If you stick your neck out, you'll have a greater chance of moving up the corporate ladder.

### Know Your Company

Find out everything you can about the company you work for. Understand and know your company. Study and learn the jobs of your fellow workers. Understand what they do and why they do it. Always try to increase your knowledge.

### Know Your Boss

Find out what type of qualities your boss is looking for in employees. And then figure out ways to develop those qualities.

### Be Good At Your Job

Your boss admires people who are efficient at their jobs. Keep the highest possible level of production and quality every day. Be so good at your job that you can do it without close or any

supervision. Never fool around on the job, regardless of what other employees do. When you work... work!

### Know Your Goal

Know exactly what position you want. Be the best candidate for it. Make sure you can do everything the position requires... and much more. If not, then do whatever necessary to gain the skills.

### Devote Yourself To Your Company

Have a strong sense of loyalty and devotion toward your company. Show your boss you care about the company's well being. Even if you disagree with the company's policies, obey them. And, if you want, then tell your boss diplomatically how you feel about the policies.

### Be Reliable

Be reliable to your company. Your boss wants a dependable person to work in his or her company. Always come to work on time, unless you have an excellent reason for being late. If you know you're going to be late, call ahead of time to let someone know you're going to be late.

### Make Sure Your Accomplishments Are Seen

You can let your boss know what you've done for the company, as long as long as you don't brag.

If the opportunity arises for recognition, take it. Write down your accomplishments in a diary or journal so you can refer to them in the future. This way, when you ask for a raise, you can then tell your boss all the benefits you've contributed to the company.

### Be A Problem-Solver

Look for problems in your company, and figure out practical and intelligent solutions to solve them. Let your boss know after you've come up with a solution to the problem.

### After-Work Activities

If overtime work is needed, work the extra hours. Volunteer for a committee, then work hard to help them achieve their goals.

### Voice Your Opinion

If you have important things to say or ideas to contribute, do it.

However, think carefully before you speak, especially if you're not familiar with the topic. Instead of whining to your boss, talk things out with him or her. Speak to your boss loudly, clearly and specifically.

If something bothers you, tell your boss and then listen to what he or she has to say.

### Ask For A Raise

After you've done all the above steps, then you're ready to ask for a raise.

## **How To Get A Raise**

### Know Company Policies

Understand your company's policy on salaries and raises. You may have to be with the company a specified length of time to get a raise. Find out how long and act at the right time.

If you're getting the maximum salary for your position, then ask for a promotion or a re-classification.

### Know The Decision-Maker

You have to convince the person who has the authority to give raises that you deserve one. If that person is above your boss, prepare to convince him or her, as well as your boss, that you deserve a raise.

### The Best Time To Ask For A Raise

Make an appointment with your boss on Tuesday, Wednesday, or Thursday, and avoid Mondays and Fridays, because he or she is usually the busiest during these two days.

Never ask him or her for a raise as he or she is passing in the hallway. You need to have enough time to present your case.

### You Must Deserve A Raise To Get One

Ask yourself whether you truly deserve a raise. Rate yourself.

Look at yourself through your boss's and your fellow workers' eyes. Do they think you deserve a raise?

Ask yourself, "*If I were my boss, will I give me a raise?*"

When you're sure you deserve one, your boss (and co-workers) will think you deserve it as well.

## How To Justify A Raise

Tell them about your accomplishments that have helped the company. Show them how much money you've saved or made for the company.

Learn what your skills are worth for another company in the same industry. Present your company with that information, in a very non-aggressive manner. Tell them how your value has increased since you have been with the company... what you'll be able to do for them in the future... and how you'll benefit the company with your new raise.

Never mention anything about your personal needs for the money, even if you're in a very tight financial position. This isn't a valid reason for getting a raise. Remember, you must deserve a raise in order to get one.

## Be Prepared To Handle Rejection

Deal with the rejection before you ask your boss for a raise, so you'll know how to handle the situation. Remember, expect the best but prepare for the worst.

Understand, you have nothing to lose by asking for a raise, even if your boss says, "No."

Before asking for a raise, you don't get one. And, if your boss says no after you've asked for a raise, then you still don't get one. So, your position is the same both before and after asking for a raise. So, you have nothing to lose.

The good news is, if you really deserve a raise and prepare your case well, then you likely will get one if you ask for it.

## Know What You Want

Before you speak to your boss, know exactly how much more money you expect, both in terms of dollars and percentage.

If you know your boss will negotiate with you, ask for more than you actually want. This way, you'll have a better chance of getting the amount you want (or more).

## Be Prepared For Criticism

You may be criticized for not doing "up to par" work now. If so, instead of letting this criticism upset you, use it to improve your performance.

You can learn from this criticism by asking your boss for suggestions on how you can improve yourself. Always be willing to negotiate with your boss. Instead of a raise, he or she may give you a bonus now and then a raise later, after you've improved your performance.

## Handling Your Boss's feedback

Get an immediate answer from your boss if he or she has the power to give you the raise. Otherwise, ask him or her when you can expect a decision.

If your boss tells you he or she can't give you a raise, find out why. Ask him or her what you need to do in order to get one, and then do what he or she tells you to do. When you're satisfied you've met the requirements, ask your boss again, and support your case with facts.

If you plan to quit after being turned down for a raise, avoid threatening your boss. You want his or her good reference later if and when you do quit.

## **SECTION TWO - HOW TO MAKE YOUR JOB MORE ENJOYABLE AND FUN!**

### **Learn How To Compromise**

Compromises are good. They usually get you one step further than you were before you compromised.

But, if, for some reason, such as self-respect, you can't accept a compromise, then don't. Sometimes, if you try to give the other person whatever you can, then you may not get what you want. So, use your good judgment.

Follow these steps to compromise effectively with your boss, co-workers, subordinates, and so on. This way, you'll be able to get what you want more often.

#### Tell The Person Exactly What You Want

Tell the person exactly what you want in terms he or she will understand. For example, "*Please get this report done by 2:00 p.m. on Friday, because I need it for my meeting with a customer at 3:00 p.m. on the same day.*"

#### Be persistent

You need to get past the other person's excuses. And persist until you find out his or her real reasons for not being able to give or do what you want.

#### If You're Not Sure What The Other Person Wants

If you don't know what the other person wants, then wait until you do before deciding. Think the situation over before you make a compromise. If you need more time, tell the other person so. And, whatever compromise you make, make sure you can live with it.

## **How To Deal With Constructive Criticism**

When you get constructive criticism, you want to make the best out of it. Useful criticism is one of the best ways to make yourself a better person. Follow these steps to get the most out of useful criticism.

### Ask For Feedback

If someone tells you, “*You’re bad,*” that’s not good enough. Find out exactly what this person meant and why he or she thinks that way. If the reasons are valid, then ask him or her for some suggestions on how you can improve yourself or your performance.

### Guess At Reason

If the person refuses to give you a reason for criticizing you, then figure out what you’ve done or said that has displeased him or her. Ask other co-workers or your boss.

### Avoid Being Defensive

If you act defensively, you may not be able to benefit from useful criticism. You want to learn how to become a better person from the criticism. Ask the person how you can change your objectionable behavior; and be open to reasonable suggestions.

Because even constructive criticisms are sometimes hard to accept, you may be tempted to make sarcastic remarks or to intimidate the other person. If so, don’t.

## **How To Deal With Useless Criticism**

Some criticisms you get are simply in poor taste and totally uncalled for.

So, to deal with a useless criticism such as: “*You look terrible today*” or, “*You left this in my way, you idiot,*” follow these steps.

### Agree With The Facts

Agree with the facts the other person presents.

For example, reply to “*You look terrible today,*” by saying something like, “*I haven’t been feeling too well lately.*” And reply to “*You left this in my way you idiot,*” by saying, “*Yes, I did leave it in your way.*”

The key is, answer only what was actually said, not what was implied.

## How To Answer

Stay calm and collected during the whole conversation. Control your temper. The only way a person will make you feel degraded is if you accept his or her opinion as reality.

Avoid wasting your time trying to defend yourself or to attack the other person, even if you think he or she deserves it.

Remember this truth... **Other people's opinion of you doesn't have to become your reality.**

## If You Made A Mistake

If you made a mistake, accept the fact. And, if appropriate, apologize (without making a big thing out of it). Avoid telling the other person how dreadfully sorry you are, and so on. Just say, "I'm sorry" is usually good enough in most cases.

## **How To Get Your Boss, Co-Workers, And Subordinates To Like You**

Having good relations with your boss, co-workers, and subordinates will make your work more enjoyable and fun.

You, like most people, probably want other people to like you, right?

If so, then the best way to do this is to treat other people the way they want to be treated.

When you make others feel good or special, they'll like you. Here are thirteen tips to help you make others feel special...

### 1. Praise People

Everybody enjoys being praised. People look for approval of themselves in others. Praise them whenever you think they deserve it. And give them a reason.

For example, Instead of saying, "You're good!" say, "*Marie, your suggestion to use the white binders instead of the yellow ones have reduced our supply expense by 2%. Congratulations for coming with such a great idea!*"

Always keep in mind, if you praise people when they don't deserve it or praise them too much, then you lose your credibility. Never exaggerate your praise. Instead, make it as warm and sincere as you possibly can.

### 2. Never Put People Down

Putting down a person can and will damage your relationship with him or her.

People don't want to feel degraded by being called... "stupid, crazy, weird," and so on.

Don't put down anyone even if they're not present. Always talk positively about people. Even if you don't like them, you should still speak of their good qualities... or say nothing at all.

Remember, if you must say something bad about someone, then don't say anything at all.

### 3. Be Concerned With Other Peoples' Interests... Not Just Your Own

While there's nothing wrong with caring and looking out for your own interests, avoid making it noticeable to other people. Otherwise you'll seem selfish to them, and they'll resent you.

If possible, put other peoples' needs before your own. Remember, what goes around... comes around.

### 4. Always Share The Credit

When others have helped you do something, share the credit with them. Do so even if they've contributed less than you did. You'll be surprised at how eager they'll want to help you the next time.

### 5. Ask Others To Do For You Only What You'll Do For Them

Set a good example. Go the extra mile to help your co-workers. And, they, in turn, will do the same for you.

### 6. Always Show Appreciation

If someone has helped you in any way, tell him or her how much you appreciate his or her actions. Say things like...

"I really appreciate the way you... "

"Thank you very much for..."

"You're very good at..."

"I want to tell you how much I appreciated..."

"You were very nice to..."

Again, thank the other person only if he or she has indeed helped you in some way. And mention the specific help you've received.

### 7. Be Modest

Be humble about your abilities. If you're better than others at something, avoid announcing your skills, they'll know. Let your actions speak louder than your words.

## 8. Treat Small Things With Importance

Often, it's the little things that mean a great deal to a person. Help others with even the small things and they'll find a way to return a favor in the future. Treating small things with importance lets others know you care about them.

## 9. Care About People

Caring about other people and about the things that are important to them will pay enormous dividends for you. People like to be around a person who cares about them. And, in return, they'll care about you and help you achieve your goals.

## 10. Criticize A Person Privately

If you need to constructively criticize someone, then do it privately, such as in your office with the door closed.

Criticizing someone in front of others will make that person feel bad and resentful, even if he or she really deserves it. Doing so is one of the most degrading things you can do. So, avoid it at all costs.

## 11. Give People Your Undivided Attention

Everybody wants to feel important. And to make a person feel important you need to give him your undivided attention when he or she is talking to you. Eliminate all interruptions, such as playing with a pen, your computer, or some other object.

Listen actively. Keep good eye contact. Watch for body signals. Wait until they've finished their sentences before you speak. Listen at least 70% and speak only 30%, if possible. Learn to improve your listening skills.

In short, make the person you're speaking to feel like he or she's the most important person in the world.

## 12. Be Courteous, Tactful, Polite, and Diplomatic

Everyone appreciates people who are courteous, tactful, polite, and diplomatic. You can learn these qualities from someone who already has them, such as your boss, co-worker, friend, neighbor, and so on.

## 13. Be Confident

When you're confident about yourself, others will be confident about you, too.

People like and admire confident people. So, figure out ways to gain more confidence each day. Identify your weak qualities and improve them. The more competent you become at doing your

work and at dealing with others, the more confident you'll become. And so the more others will like you.

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