Empowering Your Job Skills Notes (Teacher Key)

List and describe the ways to empower your employment skills in each section. Complete the questions at the bottom.

**Resume**
- It is a brief, concise overview of your:
  - Education
  - Work experience
  - qualifications

**Portfolio**
- Is an interview tool
- Can help you present your skills and accomplishments to an employer

**E-Portfolio**
- Are easy for potential employers to access and use.
- The employer can access and review the contents of the portfolio anytime. It is easy to share with others on the interviewing team

**Interview**
- A formal meeting between an employer and job applicant. You will be judged by the first impression you make. Be prepared!

**Qualities of a Potential Employee**
- Being on time, dressing conservatively, watching your body language, monitoring your response time to questions, giving a firm handshake, maintain good eye contact.

**Interview do’s and don’ts**—be professional, dress for success, maintain eye contact, give concise job history, avoid extreme jewelry, excessive make-up and give a firm handshake.

1. What is the purpose of a resume?
2. Why is it important to research a company before you go on the interview?
3. Name two benefits of having an employment portfolio?