Get That Job! Résumés, Portfolios and Interview Skills Notes (Key)

Complete each section with the correct answers.

**What is a job?**
- It is a paid position of regular employment

**Jobs in Hotel Management** (list any four)
- Baggage Porters and Bellhops
- Concierges
- First-line Supervisors of Housekeeping and Janitorial Workers
- Food Service Managers

**How does the search begin?**
- Businesses
- Internet
- Networking
- Want ads

**Key requirements**
- Résumé
- Portfolio
- Interview skill

**Résumé**
- A brief history of a person’s education, work experience and other qualifications

**Résumé components**
- Name
- Objective
- Education
- Work experience
- Activities and interests
- Honors
- References

**Cover letter**
- A document sent with your résumé to provide additional information on your skills and experience

**Portfolio**
- A collection of work samples that support job qualifications
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Portfolio components

- Cover letter
- Table of contents
- Résumé
- Employability skills
- Licenses and/or certificates
- Awards
- Goals and plans for the future
- Transcripts
- Work samples
- Service learning/Volunteer log
- Employment evaluations
- Letters of recommendations

Interview Skills

- How to talk to people in an interview situation, answering questions correctly and knowing the right questions to ask

Interview

- A formal meeting between two or more people
- An opportunity to:
  - Impress the employer
  - Learn more about the job
  - Decide if the job is right for you
- The employer will:
  - Become familiar with you
  - Evaluate your skills
  - Find out if you will work well with other employees

Seven No-brainers for Job Interviews – Anna Post

- Be prepared
- Be early
- Dress appropriately
- Speak clearly and make eye contact
- Address the interviewer by name
- Shake hands twice
- Thank them twice
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<table>
<thead>
<tr>
<th>Positive Attitudes</th>
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<tbody>
<tr>
<td>• Friendliness</td>
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<td>• Self-motivation</td>
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<td>• Teamwork</td>
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<td>• Adaptability</td>
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<tr>
<th>Good Work Habits</th>
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<tr>
<td>• Be on time</td>
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<tr>
<td>• Be at work every day</td>
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<td>• Call your supervisor immediately if you become ill and must miss work</td>
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<td>• Complete all work in a timely fashion</td>
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<td>• Keep your work area neat and organized</td>
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<td>• Be accurate</td>
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<td>• Report mistakes or problems to your supervisor immediately</td>
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<td>• Do not make personal calls from work</td>
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<tr>
<th>Business Etiquette</th>
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<tr>
<td>• Proper behavior for business situations</td>
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<td>• Can make a difference in making a sale or receiving a promotion</td>
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<tr>
<td>• Examples:</td>
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<tr>
<td>• Confident handshakes</td>
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<tr>
<td>• Introducing people correctly</td>
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<tr>
<td>• Wearing appropriate clothes to a business meeting</td>
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