## 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 Travel and Tourism Management (list any four)
- Food Service Managers
- Interpreters and Translators
- Lodging Managers
- Meeting, Convention and Event Planners

### 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
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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**Positive Attitudes**
- Friendliness
- Self-motivation
- Teamwork
- Adaptability

**Good Work Habits**
- Be on time
- Be at work every day
- Call your supervisor immediately if you become ill and must miss work
- Complete all work in a timely fashion
- Keep your work area neat and organized
- Be accurate
- Report mistakes or problems to your supervisor immediately
- Do not make personal calls from work

**Business Etiquette**
- Proper behavior for business situations
- Can make a difference in making a sale or receiving a promotion
- Examples:
  - Confident handshakes
  - Introducing people correctly
  - Wearing appropriate clothes to a business meeting