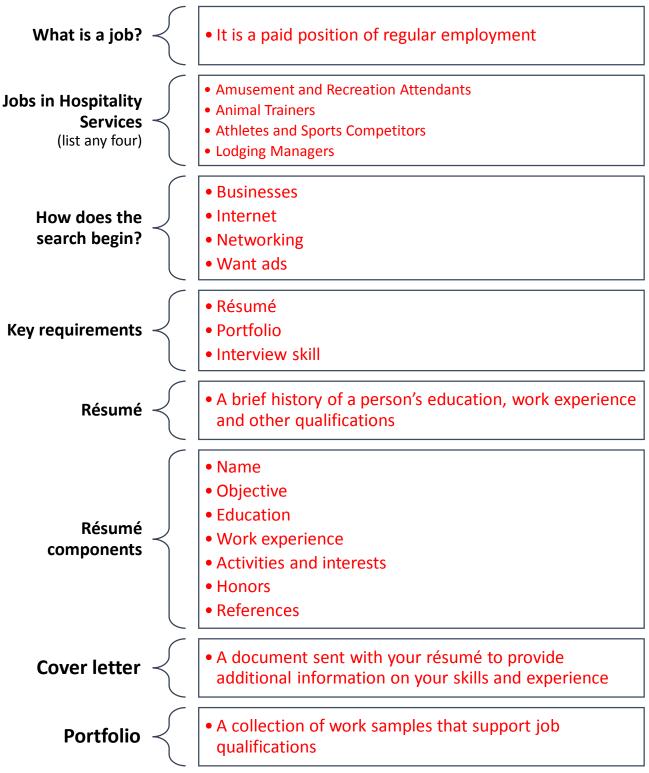
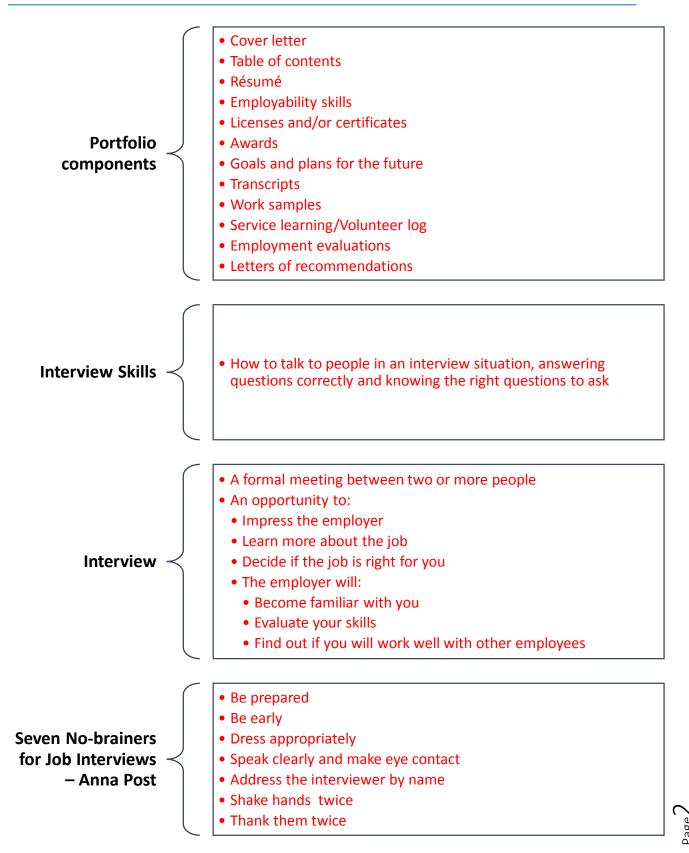
Get That Job! Résumés, Portfolios and Interview Skills Notes (Key)

Complete each section with the correct answers.



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



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

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

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