

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

Complete each section with the correct answers.

What is a job?	<ul style="list-style-type: none">• It is a paid position of regular employment
Jobs in Travel and Tourism Management (list any four)	<ul style="list-style-type: none">• Food Service Managers• Interpreters and Translators• Lodging Managers• Meeting, Convention and Event Planners
How does the search begin?	<ul style="list-style-type: none">• Businesses• Internet• Networking• Want ads
Key requirements	<ul style="list-style-type: none">• Résumé• Portfolio• Interview skill
Résumé	<ul style="list-style-type: none">• A brief history of a person's education, work experience and other qualifications
Résumé components	<ul style="list-style-type: none">• Name• Objective• Education• Work experience• Activities and interests• Honors• References
Cover letter	<ul style="list-style-type: none">• A document sent with your résumé to provide additional information on your skills and experience
Portfolio	<ul style="list-style-type: none">• 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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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