

## Get That Job! Résumés, Portfolios and Interview Skills Notes

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Complete each section with the correct answers.

**What is a job?**

**Jobs in Hotel Management**  
(list any four)

**How does the search begin?**

**Key requirements**

**Résumé**

**Résumé components**

**Cover letter**

**Portfolio**

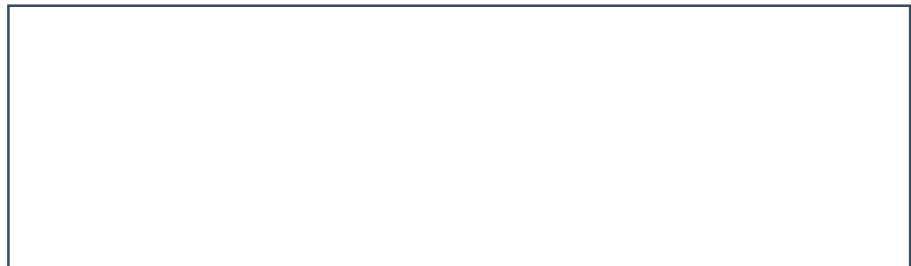
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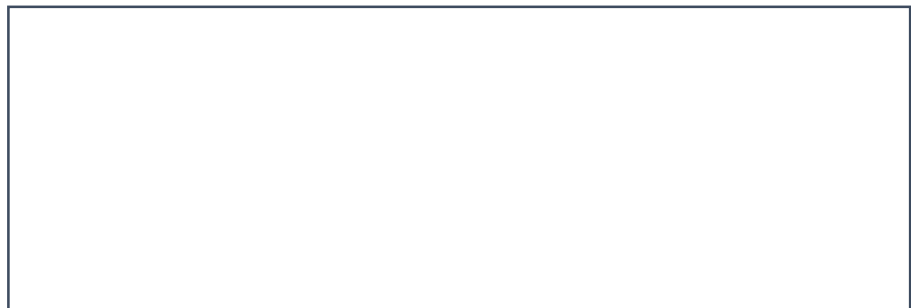
**Portfolio  
components**



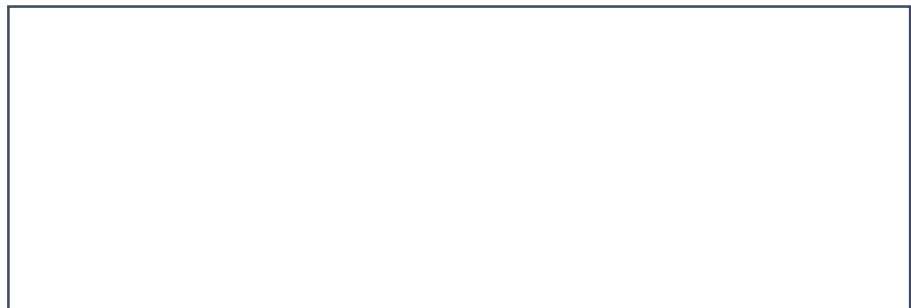
**Interview Skills**



**Interview**



**Seven No-brainers  
for Job Interviews  
– Anna Post**




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**Positive Attitudes**



**Good Work Habits**



**Business Etiquette**

