

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

Complete each section with the correct answers.

<b>What is a job?</b>	<ul style="list-style-type: none"><li>• It is a paid position of regular employment</li></ul>
<b>Jobs in Hotel Management</b> (list any four)	<ul style="list-style-type: none"><li>• Baggage Porters and Bellhops</li><li>• Concierges</li><li>• First-line Supervisors of Housekeeping and Janitorial Workers</li><li>• Food Service Managers</li></ul>
<b>How does the search begin?</b>	<ul style="list-style-type: none"><li>• Businesses</li><li>• Internet</li><li>• Networking</li><li>• Want ads</li></ul>
<b>Key requirements</b>	<ul style="list-style-type: none"><li>• Résumé</li><li>• Portfolio</li><li>• Interview skill</li></ul>
<b>Résumé</b>	<ul style="list-style-type: none"><li>• A brief history of a person's education, work experience and other qualifications</li></ul>
<b>Résumé components</b>	<ul style="list-style-type: none"><li>• Name</li><li>• Objective</li><li>• Education</li><li>• Work experience</li><li>• Activities and interests</li><li>• Honors</li><li>• References</li></ul>
<b>Cover letter</b>	<ul style="list-style-type: none"><li>• A document sent with your résumé to provide additional information on your skills and experience</li></ul>
<b>Portfolio</b>	<ul style="list-style-type: none"><li>• A collection of work samples that support job qualifications</li></ul>

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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