

Career Unit Notes

Resume and Job Application

A job application should be written using (circle the correct answers) cursive / print and a pen / pencil.

List the information that you should include on your resume (see page 648 in your grammar textbook).

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Job Interview: Clothes and Grooming

What should you wear to an interview?

What should you never wear to an interview?

- a. polished shoes
- b. conservative clothing
- c. nose ring
- d. business suit

Which colors are best for the clothes you wear to an interview?

If it is permissible to wear jeans on the job, is it acceptable to wear jeans to an interview for the job?

List three statements that the clothes you wear to an interview say about you.

- 1.
- 2.
- 3.

Must the clothes you wear to an interview be expensive?

What is the correct length of a skirt one would wear to an interview?

Describe the type of shoe a male should wear to an interview.

Describe the type of shoe a female should wear to an interview.

Job Interview Guidelines

If you have an interview for 1:30 P.M., what time should you arrive for your interview?

Circle the three items you should take to an interview.

- a. a friend
- b. resume
- c. portfolio
- d. scrapbook
- f. references

Which of the following should never be asked for on a job application?

- a. religion
- b. educational background
- c. address
- d. Social Security number

List ten things you should never do at an interview.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

List ten guidelines you should follow during an interview.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Why is it important to always write a thank-you letter to your interviewer?

List five ways to prepare for a job interview.

- 1.
- 2.
- 3.
- 4.
- 5.

What is the most often asked question in interviews? What is the best way to answer the question?
