

GLOSSARY

candidate: a person who is being considered for a certain position.

cover letter: a persuasive letter that usually accompanies a resume or other written proposal.

initiative: 1. the power or ability to begin or follow through energetically with a plan or task in an independent manner; independent action. 2. determination.

networking: 1. the process of looking for a job by spreading the word to a wide range of people. 2. an extended group of people with similar interests or concerns who interact and remain in informal contact for mutual assistance or support.

professional: 1. conforming to the standards of a profession. 2. having or showing great skill; expert.

pro/con list: a list used to explain the positive and negative reasons for and against something.

qualified: having the appropriate preparation or qualifications for an office, a position, or a task; suitable.

salutation: a word or phrase of greeting used to begin a letter.

DIRECTIONS

1. Write your name in the top right corner of the paper.
2. Fold the paper in half by bringing the top right corner to meet the top left corner and the bottom right corner to meet the bottom left corner.
3. Unfold the paper.
4. Tear off the bottom left corner of this paper.
5. Stand up.
6. Turn around in a circle.
7. Sit down.
8. Poke two holes in the middle of the paper.
9. Look through the holes.
10. Ignore directions three through nine on this paper.

ANY QUESTIONS?

What are the responsibilities of the job?

Are there opportunities for advancement? To what other jobs?

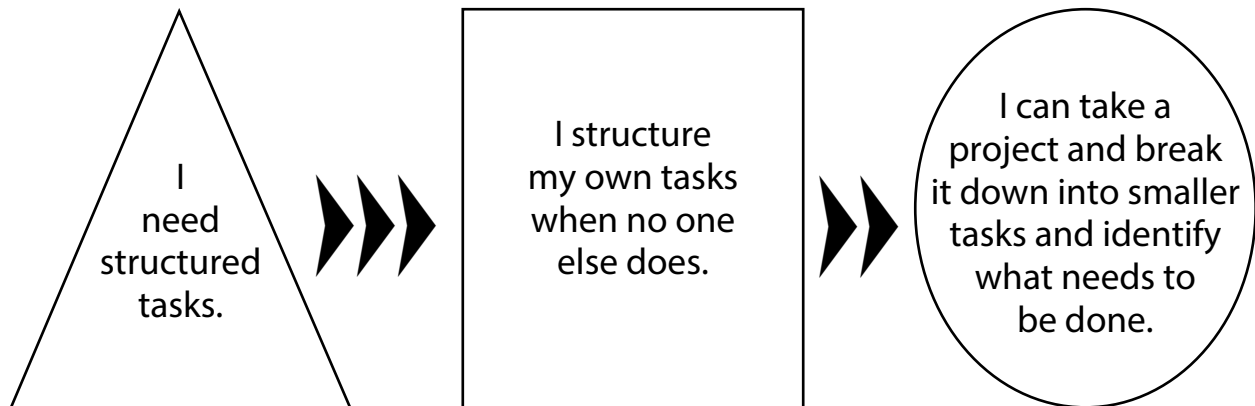
Do you offer any benefits?

What are the regular work hours of the job?

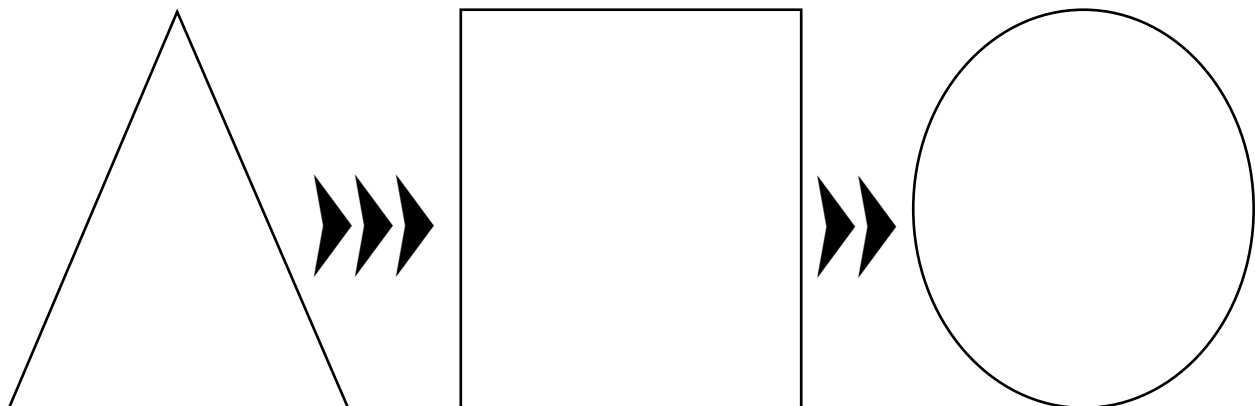
What are the qualities you're looking for in a candidate?

TOUGH QUESTIONS

WHAT IS YOUR BIGGEST WEAKNESS?



WHAT IS YOUR BIGGEST WEAKNESS?



- ▲ In the triangle, identify your weakness.
- In the rectangle, talk about what you do to overcome that weakness or what you've learned from your mistake. Think about how this has made you work harder and how it has helped you grow.
- In the circle, write about a positive strength that comes from overcoming this obstacle.

INTERVIEW PREPARATION CHECKLIST

DO I HAVE...

- ☐ COPIES OF MY RESUME
- ☐ THREE QUESTIONS TO ASK THE INTERVIEWER

INFORMATION I MIGHT NEED IN ORDER TO FILL OUT AN APPLICATION

- ☐ Tax File Number
- ☐ Name of an emergency contact
- ☐ Names and telephone numbers of references

APPROPRIATE CLOTHING AND GROOMING

- ☐ Clean shoes
- ☐ Hair is clean and out of my face
- ☐ Clothes aren't wrinkled
- ☐ Not wearing a cap
- ☐ Not wearing anything that distracts the interviewer from what I'm saying
- ☐ Tie is straight
- ☐ Clean-shaven, if appropriate
- ☐ Professional clothing appropriate for the industry you are interviewing for

INTERVIEW THANK-YOU EMAIL

Subject: Appreciation for the Interview Opportunity

Dear Mr. Dominguez,

I would like to extend my sincere appreciation for the opportunity to interview with you yesterday. It was a pleasure learning more about Dominguez Boots and Shoes, and I am even more enthusiastic about the prospect of contributing to your esteemed team.

← THANK-YOU
COMMENT

Your insights into the company's values and commitment to excellence resonated with me, and I am genuinely excited about the sales position that is currently available. As discussed during the interview, my experience selling candy door-to-door for my soccer team has equipped me with valuable customer service skills. I am confident that these skills, coupled with my passion for delivering exceptional service, align seamlessly with the requirements of the sales role at Dominguez Boots and Shoes.

← CONFIRMATION OF
YOUR INTEREST IN
THE JOB; HIGHLIGHT
YOUR STRENGTHS

The prospect of working with your dynamic team and contributing to the growth of Dominguez Boots and Shoes is an exciting one for me. I believe that my dedication and enthusiasm for the sales position would make a positive impact on the success of your store.

Thank you once again for considering my application. I am eager to further discuss how my skills and experiences align with the needs of your team. I will follow up later this week to address any additional questions you may have. In the meantime, please feel free to contact me at (617) 555-9625.

← FOLLOW-UP
INFORMATION

Thank you for your time and consideration. I look forward to the possibility of joining Dominguez Boots and Shoes.

Sincerely,

Kameika Moore

PARTS OF A BUSINESS LETTER

The heading gives the writer's complete address and the date.
The inside address gives the recipient's name and address.
<ul style="list-style-type: none"> Call the company if you are not sure of addresses or spelling so that your letter has the correct information.
The salutation begins with the word "Dear" and ends with a colon, not a comma.
<ul style="list-style-type: none"> If you cannot get the person's name, use "Dear" plus the person's title, such as "Dear Personnel Manager."
The body consists of single-spaced paragraphs with double spacing, not indents, between paragraphs.
<ul style="list-style-type: none"> If the body goes to a second page, put the recipient's name at the top left, the number 2 in the center, and the date at the right margin.
The closing includes phrases such as "Sincerely" or "Yours truly" followed by a comma.
The signature includes both the writer's handwritten and typed name.

JOB OFFERS

Job #1

Pet Store Attendant

Responsibilities include caring for animals, cleaning the cages and tanks daily, and sweeping floors. This is an entry-level position, but there is an opportunity for promotion. You can set your own schedule, the hours are flexible, but you can work no more than 8 hours/week. There is a one-month probationary period. Experience with animals is preferred but not required. The salary is \$12/hour.

Job #2

Bank Teller

Responsibilities include working at a teller window assisting clients with basic transactions. Three weeks of training required. Training is held Monday-Friday from 3:00 to 5:00 p.m. Teller hours are available from 8:00 a.m. to 5:00 p.m. on Monday-Friday. Promotion available after six months. Professional environment. Distance from home to work is 40 minutes. Starting salary is \$18/hour.

Job #3

Counter Service/Cashier

Responsibilities include customer service, maintaining seating area, working the cash register, receiving store deliveries, and cleaning the stockroom. Must work a minimum of three closing shifts per week (5:00 p.m. to 10:30 p.m.) and one full Saturday per month. Free meal for all shifts that exceed five hours. Starts immediately. The salary is \$12.50/hour.

WHAT I WANT IN A JOB

In the space below, write down the key factors you want in a job as shown on your "Ideal Job Equation" activity sheet. Then compare them to the job descriptions above.
