



Preparing a Resume



Resume Template

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

OBJECTIVE

EDUCATION

WORK EXPERIENCE

• _____	• _____
• _____	• _____

SKILLS

• _____	• _____
• _____	• _____

VOLUNTEER EXPERIENCE



Job Interview Basics

Going to a job interview can make anyone nervous. It is hard for some people to talk to strangers. When you are nervous, you may not come across as a good choice. If you aren't ready, you may not feel confident. There are a few things to think of before you go to an interview.

Interview Tip:

- Be on time. It is best to be a few minutes early.
- Check your appearance. Wear clean, professional clothes.
- Have a positive attitude. Show enthusiasm to be there.

It can help to think about what questions you will be asked. This will help you find the answers. When you think ahead, your replies will be calmer. You will seem knowledgeable. Think about what type of job it is. What skills will you need? What will you do each day? Knowing this will help you think of questions. It is always a good idea to plan.

You can bring a few things to an interview. It is a good idea to bring an extra copy of your resume. You may want to bring a mint. Don't chew gum in an interview. Go to your interview feeling confident and looking good. You will be great!

.....

Diego is going to his first job interview. He has thought of three questions they will ask him.

1. What can you tell me about yourself?
2. What are some of your strengths?
3. Why should I consider hiring you?

What are two more questions you think Diego will be asked in an interview?

1. _____

2. _____



Follow the Code!

How do you act at work? Do you always do your best job? What do you always do? What do you need to be reminded about? What do you need to get done? These are all things on a code of conduct.

A code of conduct can be a list. It tells others what is expected of them. They can be used in different places. Some schools have them. Sports teams may use them. Lots of workplaces post them for all to see.

You will write a code of conduct. You can choose which place it will be used for. If you don't work, you can think of a job. What would you like to see? Does your job already have one? What changes would you make? It's up to you!

Your code of conduct should:

- Be in list form.
- Be in clear language.
- Be fair.
- Be realistic.
- Be suited for the job.

Maybe you can post it where you work. Inspire others! Thinking about what you want to do at work can make you work better. Will you be employee of the month? Follow the code! The sky's the limit!

