## Empowering Your Job Skills Notes (Key)

List and describe the ways to empower your employment skills in each section. Complete the guestions at the bottom.

E-Portfolios are easy for potential employers to access and use. The employer can access and review the contents of the portfolio anytime. It is easy to share with others on the interviewing team

Interview - A formal meeting between an employer and job applicant. You will be judged by the first impression you make. Be prepared!

Portfolio
Is an interview tool
Can help your present your skills
and accomplishments to an
employer

Employment Skills Qualities of a Potential Employee-Being on time, dressing conservatively, watching your body language, monitoring your response time to questions, giving a firm handshake, maintain good eye contact.

Resume

It is a brief, concise overview of your:

Education, work experience, and qualifications

Interview Do's and Don'ts—be professional, dress for success, maintain eye contact, give concise job history, avoid extreme jewelry, excessive make-up and give a firm handshake

- 1. What is the purpose of a resume?
- 2. Why is it important to research a company before you go on the interview?
- 3. Name two benefits of having an employment portfolio?