

Job Seeking and Job Keeping Handout

Name: _____

Date: _____

1. Job Seeking includes=

1) _____ Where explore? _____

2) _____ Where might jobs be? _____

3) _____

2. Cover Letter = _____

Guidelines: _____

Includes: _____

3. Resume' = _____

Includes: _____

4. Application = _____

Guidelines: _____

5. Interview = _____

Guidelines: _____

Do: _____

Don't: _____

6. Job Keeping =

Professional Attributes: _____

Professional Development:

Purpose: _____

Achieved through: _____

7. Professional Portfolio = _____