

Check Your Answers: After You Read

Section 16.1

Review Key Concepts

1. Employers search for key words in electronic résumés or read them on the go with technology like smart phones.
2. You might contact relatives, friends, neighbors, local business owners, former employers, and members of your place of worship or clubs.

Practice Academic Skills

3. Explanations will vary according to the samples. For example, a collection of drawings may show that you are creative and believe that detail is important. A collection of recipes might show that you have experience in the kitchen and can follow directions accurately.
4. Sample answer: Marie Curie might have a résumé that lists her discovery of the radioactive elements polonium and radium, her two Nobel Prizes (chemistry and physics) for her work in radioactivity and isolating radium, and her work as the first female professor at the Sorbonne in Paris. Her résumé might be geared toward a job in a science field.

Section 16.2

Review Key Concepts

1. address, phone number, Social Security number, educational information, and work experience
2. The first thing an interviewer will notice is your appearance. Make sure that your clothes are clean and pressed and that you are well groomed. Pay attention to good hygiene.
3. Thank the interviewer for his or her time, emphasize your commitment to the job, and restate your skills.

Practice Academic Skills

4. Letters should detail important skills and experience and use language that helps convince a prospective employer that the student is the right candidate for the job.
5. Sample answer: XYZ Company makes parts for machines that are used in the automotive industry. The company was founded in 1955, and has since shown growth by expanding its factory and moving to a larger facility twice. The recent trend of fewer automobile sales has affected the company's profits.