

# CHAPTER SUMMARY

## Section 16.1

### **Finding Jobs**

A carefully prepared résumé with well-chosen references can make the difference between getting a job and not getting a job. Create an electronic résumé, and compile a portfolio of work samples to showcase your skills. You can find job leads by networking, through school resources, in printed ads, through Internet resources, and through employment agencies.

## Section 16.2

### **Getting a Job**

When you apply for a job, you must sell yourself through a well-written cover letter and a complete application form. Prepare for a job interview to make a good impression on a potential employer. Be neat and clean in your general appearance, listen carefully, and give short, honest answers to questions. Follow up afterward with a note, and carefully evaluate any offers you receive.