**CHAPTER FOUR – APPLY FOR A JOB**

**TEXTBOOK QUESTIONS**

Page 2 – Taking Action

1. Ricardo followed up on the job lead very quickly, along with dressing nicely and coming with prepared notes. These are all good steps in pursing a job.

2. Donna wanted to get her cover letter and resume in the mail quickly in hopes that she would be one of the first picks to be hired. She doesn’t want anybody else getting her position or wait any longer than she has to.

Page 3 – Career Decisions

What Would You Do? While applying for the job, I could state my experience with operating with computers, but also state how this would be my first computer operator job. I would ask for their consideration and condolences, as I have the skills and time to work at the job. But not the requirements.

Page 8 – 4-1 Assessment

1. The two main uses for a personal data sheet is to fill out an online application and to bring it to a business to fill out a printed application for a job.

2. Some people that might be helpful when using as a job reference would be coaches, teachers, friends, family, and previous employers.

3. Employers use job application forms since they need to collect people’s information to make a further decision if you are fit for the job. They use information such as personal information, employment information and education information.

4. You would put “N/A” or just leave it blank if a question does not apply to you on a job application form.

5. Online job applications are more efficient and easy. People can apply from anywhere and can be used with ease.

Page 9 – Personal Decisions

What Would You Do? I would correct my mistakes. I would talk to my English teacher again and try to fix my errors on the resume to present it to future employers. I would not submit my current resume with many errors and missing information, as the employer would think that I am sluggish.

Page 14 – 4-2 Assessment

1. The five kinds of information provided in a resume are career objectives, personal information, educational background, work experiences, and references.

4. It is important to make your resume a good first impression since it can either increase your chances at being hired or it can break your chances.

6. Yes, it would be a good idea to print your resume on purple paper since it would stand out from other resumes.

Page 16 – Personal Decisions

What Would You Do? I would still present myself as professional even though I know her, and she knows me. I would call her by Mrs. Cruz and still give her a resume. Then, I would call her at work, as it would be more professional.

Page 21 – 4-3 Assessment

1. Four ways to contact potential employers would be email, in-person, online or the telephone.

3. The last paragraph of a cover letter would be asking for an appointment or interview.

Page 22 – Focus on the Workplace

1. Some jobs that would require a lie detector test would be security service firms or drug distributors.

2. Yes. I would apply for a job that required a lie detector or honesty test since personally, I believe that I am an honest person and I do not have any malicious intent when going into a job.

Page 26 – Think Critically

21. I would respond honestly about those incidents. I will explain and describe my thought process and actions and make it clear that I have learned from those mistakes. I have changed and won’t make those same mistakes again.

25. It is important to get the permission of people you plan to use as references because, so they know they are going to get a possible call from your employer. You should give as much information about your job as possible so they can help as much as they can.

26. Listing your career objective in a way that benefits the employer gives you a competitive edge because it displays what you are working on to obtain that career. It shows that you are working on skills and maybe have some skills to work in that job. This would give a competitive edge because they know might know the skills needed for your career and this would help them to help you.

29. An advantage of having a resume posted on social media would be employers can find your resume easily and can hire you. But, a disadvantage would be other people can steal your resume and take it as their own.