**JOB SEARCH**

Names:

Very often it is not the best qualified person who gets the job, but rather the one who does the best job of selling him or herself to the employer.

1. **Discuss the above statement in your group and give your comments.**

People sometimes feel vulnerable when looking for work - as though they are out of control, and at the mercy of others. Remember that you are in control - you are offering a set of skills and experiences to a specific set of employers that you have selected.

1. **How can you maintain a positive attitude while searching for a job?**

Portfolios are relatively new marketing tools in the world of work. A portfolio is a portable "show and tell" collection that demonstrates your past related skills and accomplishments for the job that you are applying for. It may be in a binder, file folder, on video or you may create an electronic portfolio on a computer disk.

It is important to select items that will emphasize your related skills and abilities for the job that you are applying for. As in creating your resume and in answering behavioural descriptive interview questions, select items that are relevant, recent and your best examples.

1. **What could be included in your portfolio?**

*\*Discuss your answers with your instructor.*