Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period:\_\_\_\_\_\_\_\_\_\_

**PROSTART CHAPTER TWELVE**

1. What skills do you need for a successful career? (734-736)

|  |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |

2. What is the purpose of a mentor? How can they help you? (737)

3. What are the key elements to an effective resume? (739-741)

4. List at least 5 items that can be put in a portfolio. (743-744)

5. What are the 4 tips for a great cover letter? (745)

|  |  |
| --- | --- |
| Attention |  |
| Interest |  |
| Desire |  |
| Action |  |

6. Some tips for filling out a job application: (751)

7. In a job interview the following can help make a great first impression, describe each. (762-763)

|  |  |
| --- | --- |
| Punctuality |  |
| Appearance |  |
| Personal hygiene |  |
| Positive attitude |  |
| Good manners |  |

8. Why is it important to learn about a company before the interview? (763)

9. What 3 things should you take to an interview? (764)

10. Why don’t you tell me a little about yourself? List some of your personal characteristics (don’t copy from page 765 either)

11. What is the difference between: (765-766)

 Open-ended questions:

 Closed questions:

12. You should ask questions at an interview. List a couple of questions you could ask. (Use examples on page 768 or make up your own.)

13. After the interview…what should you do? (773)

14. In any career you need to take care of yourself. What are 8 things you can do to improve your health and wellness. (778)

 1. 5.

 2. 6.

 3. 7.

 4. 8.

15. What are some things you can do to cope with and prevent stress: (780)

16. Explain the following aspects of time management: (780)

|  |  |
| --- | --- |
| Planning |  |
| Goal setting |  |
| Setting priorities |  |
| Delegating |  |

17. How much notice should you give a job before quitting or resigning? (782)

18. In a career it is important to stay educated and involved. Explain how each of these areas can help with that. (784-785)

 Continuous Improvement:

 Professional Organizations:

 Other Resources:

 Networking:

19. Pick 3 careers from the list on pages 793-797 that are of interest to you. Describe each.

|  |  |
| --- | --- |
| Career | Description |
|  |  |
|  |  |
|  |  |

20. Exam Prep Questions

 1. \_\_\_\_\_ 6. \_\_\_\_\_

 2. \_\_\_\_\_ 7. \_\_\_\_\_

 3. \_\_\_\_\_ 8. \_\_\_\_\_

 4. \_\_\_\_\_ 9. \_\_\_\_\_

 5. \_\_\_\_\_ 10. \_\_\_\_\_