

# Chapter 21 Getting a Job

## Section 21.2 Getting the Job You Want

### Reading Activity—Draw Conclusions

**Directions** Read each excerpt from the textbook and draw conclusions to answer the questions.

Your résumé gives an employer his or her first impression of you. If it is disorganized and full of mistakes, your chances of getting an interview will be slim. Check your grammar and spelling before submitting your résumé. Make sure it is neat and that the information is correct. Try to limit it to one page.

1. How can you use library resources to help you prepare your résumé?

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2. How can friends or relatives help you with your résumé?

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Interviews are also helpful to job candidates. They provide a chance to see if you really want the job. They also allow you to see whether you and the employer are a good match. You can do well in an interview if you prepare. Research the company. Prepare answers to common interview questions. Think of questions to ask the interviewer. Practice your interview skills.

3. How can you find out what questions are common in interviews?

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4. How can you practice your interview skills?

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5. How might a video camera help you practice your interview skills?

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