

## **Wilk: Sorrentino's Canadian Textbook for the Support Worker, 5th Edition**

### **Chapter 13: Starting Your Career**

#### **Objectives**

After reading this chapter, the learner should be able to do the following:

- List the tools needed to prepare for your job search.
- Differentiate between a chronological resumé and a functional resumé.
- List three sources of advertised positions.
- Identify methods for finding out about unadvertised positions.
- List the details that are important in a letter of application.
- Summarize why one should take time completing application forms.
- List what interviewers are trying to determine during an interview.
- Summarize why the interview is a key element in the job search.
- Summarize why it is important to practise and plan before an interview.
- Name the ways to make a good impression at an interview.
- Summarize why it is important to write a thank-you note following an interview.
- Apply the techniques described in this chapter to the job application experience.