

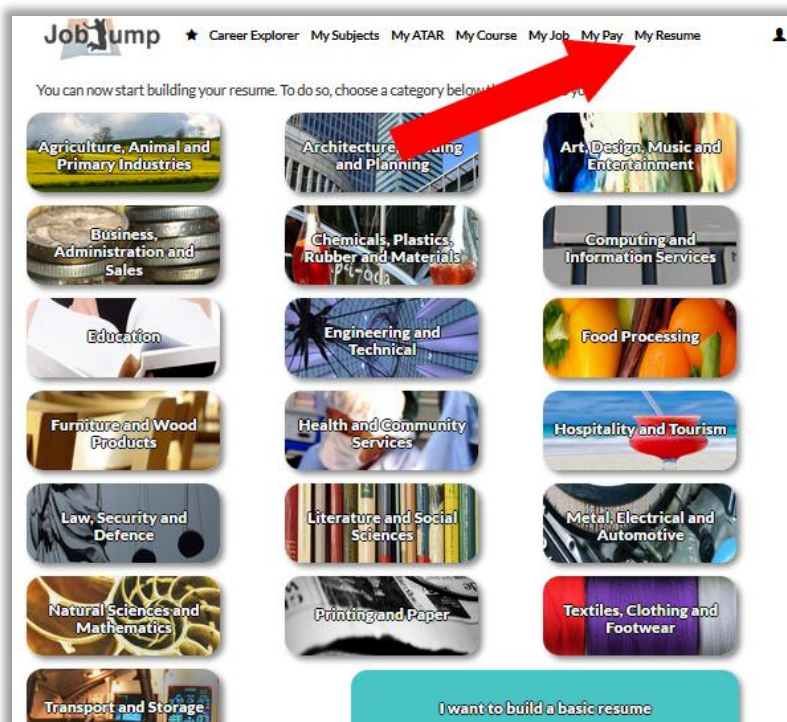
## Personal Folder Preparation – Show the employer what you are made of

A Personal Folder is your chance to have the things on hand that will help support your answers in an interview.

By having it with you and using it, you will gain more confidence. After all, proof is everything.

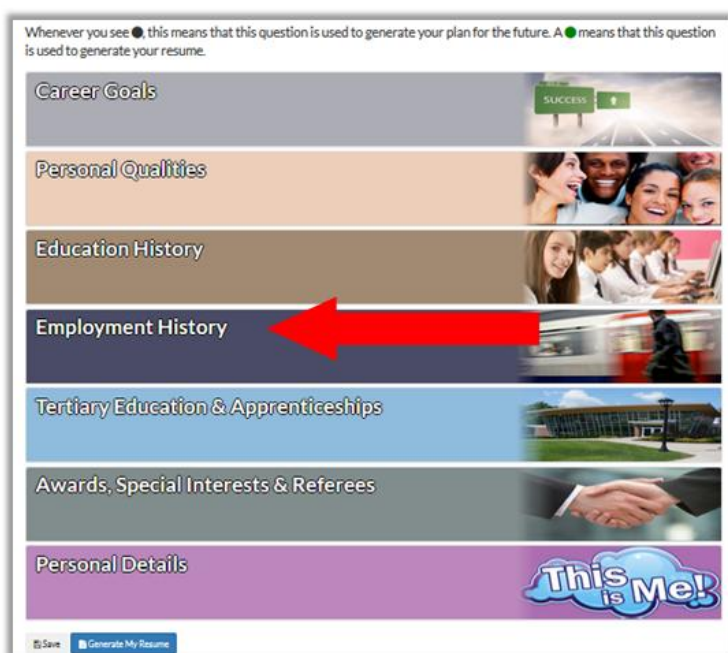
Go to JobJump and select **My Resume**.

Then **click on your career field to find your favourite career**. If you aren't sure or simply want to write a resume for a part time job, select the large turquoise button **I want to build a basic resume**.



Once you click on your favourite career you will see all the categories like Career Goals and Personal Qualities.

Click on **Employment History**.



Scroll down a bit and you will see a checklist ready for you to build your **Personal Folder**.

Go to your local stationary supply like Office Works, Woolworths or newsagent and buy a neat display folder. Place all of the items you are gathering together as shown below into this display folder. Keep them neat as you will want to use them to show an employer during your interview.

### Personal Folder

I have prepared a neat personal folder, including the following:

- Resume :  
 Yes  No
- Cover Letter :  
 Yes  No
- Three References :  
 Yes  No
- Proof of Age (Copy of Birth Certificate) :  
 Yes  No
- Proof of my passion in this career :  
 Yes  No
- A recent report card :  
 Yes  No
- Awards :  
 Yes  No
- Spare copy of cover letter, resume, references to leave behind with them :  
 Yes  No
- Spare paper and pen (to write down any further information they give you in an interview) :  
 Yes  No
- Questions to ask potential employers :  
 Yes  No

**Note:**

**Proof of my passion for this career** means your project. Every career on JobJump has a easy to do fun project. To find your project, go up to **My Career**, **select your career** and you will find one of the options is your **Project**. Enjoy doing your hobby project.

**Task:**

Most employers will ask you, “Do you have any questions?” and it is good to go to the back of your Personal Folder and check if all of your questions have been covered during the interview.

As a class, brainstorm the questions you feel you could ask the employer during or at the end of the interview. Put this list into the back of your Personal Folder.

**Questions I can ask the employer in my interview.**

**Once completed, place this sheet into the back of your Personal Folder.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

