

Section Answer Keys

Chapter 38 Finding and Applying For a Job

Section 38.2 Applying for a Job

Review Key Concepts

1. Basic information includes personal identification, your objective, experience, education, activities and awards, and references.
2. Three steps toward a successful interview include preparation, appropriate conduct, and follow-up with a thank-you letter or phone call.
3. Ways to learn about a company include reading company brochures, catalogs, quarterly reports, and online articles, visiting the company's Web site, and asking members of your network.

Practice Academics

English Language Arts

4. Students should prepare a properly formatted résumé for a job they have chosen from three different job leads. Students should format the résumé as shown in Figure 38.1, but the résumé should contain information about themselves, such as their objective, education, and work experience.

Mathematics

5. Annual salary after taxes is \$30,780 ($[18 \times 40 + 18 \times 1.5 \times 5] \times 50 \times 0.72 = \$38,780$).