

Date _____

EMPLOYMENT APPLICATION

Name: _____

Topic in which you wish to specialize (if any): _____

Education: _____

Previous work experience: _____

Describe the special skills you have that are important for this job:

Describe the personal characteristics you have that will make you an effective visitors' center employee:

Describe your life experiences that would contribute to your job as a visitors' center employee:

On a separate sheet of paper, describe in a paragraph or two an experience you have had that has prepared you for the job of working in a visitors' center. The experience may include one of the following topics:

- ☐ Places you have lived or traveled
- ☐ Special hobbies that you have
- ☐ Work experience with customers or colleagues
- ☐ Other suitable experiences

Assessment: The information in the application is believable given the age and job. Detailed information provided is logical to the job and demonstrates understanding of the skills and background necessary for working in a visitors' center. Care is taken in completing the application including no spelling errors.

Name _____ Date _____

PREPARE FOR YOUR JOB INTERVIEW

Interviews are important for getting a job. It is important to be well prepared for the interview and to “sell” yourself. Think about the job of working in a visitors’ center. What does the employer want you to do well? Are you enthusiastic about the job?

Rehearsing the interview is a great way to prepare. Ask a partner or a member of your family to give you a mock interview. Here are some questions for practice.

1. Why do you want to work in a visitors’ center?
2. How has your education prepared you for the job?
3. What life experiences have you had that will make you an expert on state tourism?
4. What other jobs have you had?
5. Do you work well with others? Can you give an example of how you work well with others?
6. Do you have any questions? (Be prepared with a thoughtful question about the visitors’ center or working in the visitors’ center.)

Thank the interviewer for the opportunity and leave with a warm smile and handshake.

Name _____ Date _____

EMPLOYMENT LETTERDear _____:
(name of student)

The members of the interview team and I have discussed your application and interview for the visitors' center position. We believe that you will make an excellent employee for our center. Your application indicates that you are knowledgeable about _____ and willing to learn. It appears that you will work well with other employees, and that is critical. We must depend on one another for assistance. Your application and interview confirm that you have skills for working with customers—this is also essential for the success of the visitors' center.

We will need employees to specialize in a number of topics. Based on your application, interview, and the needs of the center, we would like you to specialize in _____. We are planning a meeting to bring all the employees together so that they can begin to know each other. We look forward to seeing you at that meeting and beginning the important work of the visitors' center.

Welcome to our visitors' center! We look forward to working with you.

Sincerely,

Manager

Name _____ Date _____

STATE TOURISM IN TROUBLE

Date _____

Dear Visitors' Center Manager:

I must bring to your attention a grave concern. Revenues from tourism are down across the state. Businesses and institutions that rely on the tourist trade for their income are losing money. The drop in tourism revenue also means that there are fewer tax dollars to run the visitors' center. I am considering reorganizing the visitors' center and reducing the number of employees. Before I make my final decision, I would like you to meet with your employees and share my concerns with them.

I must make a decision about the future of the visitors' center soon. I welcome any ideas you and your employees might have to increase state tourism revenues. Please let me know as soon as possible if you have any suggestions.

Sincerely,

Drew Milam

Drew Milam, State Tourism Supervisor

Name _____ Date _____

LETTER FROM THE GOVERNORDear _____:
(name of Visitors' Center)

I am very pleased to notify you that your center has been chosen to receive our state's annual service award. Your assistance with _____ has demonstrated your commitment to the people of the state of _____.
(name of event) (your state)

Your willingness to donate your time and effort to help others is an excellent model to the citizens of our state. You are carrying on our state's strong tradition of service to others, and your hard work will long be remembered by everyone in our state.

I hope to be able to present the award to your entire center soon. Again, congratulations, and thank you for being such outstanding state citizens.

Sincerely,

Governor, State of _____
(your state)

Name _____ Date _____

SELF-ASSESSMENT: SOCIAL SKILLS

Social skills are an important part of working successfully in a job. Use this chart during this unit to keep track of how well you work with others.

Episode: _____

Describe the group situation or event: _____

Criteria	I need to work on this.	I do this some of the time.	I do this most or all of the time.
I respectfully listened to others.			
I contributed actively to the group.			
I encouraged others to participate.			
I suggested solutions to problems.			
I did my fair share of work.			

One thing our group did well together:

One thing our group needs work on:

One thing I did well:

One thing I could do better:
