Introduction to Careers in Hospitality and Tourism

Unit 12 – Employment Skills

**Instructional Activity 4**

**Contact Information Worksheet**

**Contact information** may sound simple; however, it is imperative to be concise. This information is how the potential employer will contact you.

Here are some tips:

* Name: Your full name. If your first name is difficult to pronounce, you might think of putting an easy to say nickname in parenthesis. Example: **Sneijder Henkel.** Might be written as Sneijder (Snyder) Henkel.
* Address: Use your street address. Avoid using a PO Box, if possible. Always use the Street, Road, Boulevard, Court, and all other extensions to avoid confusion.
* You can list both home and cell phone numbers. Remember to add the area code.
* Give your e-mail address. Make sure the address is professional and appropriate. Something like “likestoparty@gmail.com” will not get you the job! The best idea is to create an e-mail address just for job and college correspondence.

**EXAMPLE**

Eric Martinez

1234 West Elm Road

Columbia, MO 65203

(573) 214-3899 Home

(573) 444-5555 Cell

emartinez@gmail.com

Go ahead and complete your contact information below.