

Activity 12: Post-test

Share What You've Learned

Read the following description of a job applicant, and then on the next page fill in the blank resume form with the information provided.

My name is Alexandra Demitrios. I love to travel, and my dream job would be to own my own travel agency. In order to gain more experience in the travel industry, I am looking for a sales position with a reputable travel agency.

My interest in travel was sparked by my parents. They moved to the U.S. from Greece before I was born, and we go to visit their families in Greece every summer. I have traveled extensively throughout Europe, South America, and the U.S., and I speak both Greek and Spanish.

Currently I am working for Outdoor Travel in Santa Fe, New Mexico. This is a travel agency that specializes in organizing adventure travel packages in the Southwest. In my position as Sales Consultant, I finalize all of the details for our package tours, complete the registration process for our clients, and provide extensive information about our tours to potential clients and local hotels. As part of my training for this position, I have become proficient on our travel agent software program, and I also learned web page design on the job.

Immediately prior to my employment at Outdoor Travel, I worked as a concierge at The Navajo Lodge in Santa Fe. I was hired in 1999 to work for the summer, but a permanent position opened up, and I ended up staying at The Navajo Lodge until 2002. As concierge, I worked closely with local tour guides, businesses, and restaurants and provided the Lodge's many guests with a wide variety of travel information.

I received a Bachelor of Arts degree from the University of Colorado, Boulder, in 1999. My major field of study was Political Studies, and my minor was International Relations. While an undergraduate at University of Colorado, I spent my junior year at the American University in Athens, Greece. This exciting year allowed me the opportunity to explore the country of my ancestors as well as other European countries. Highlights of that year included a month-long sailing trip in the Aegean Sea over the winter holidays and a semester as an intern in the Greek Parliament.