

Chicago Tour-Guide Professionals Assn. (CTPA) JOB FAIR

When: **Tuesday, October 15, 2019**
Doors open at 4:45pm, Interviews take place **5:00 p.m. to 7:45 p.m.**
Everyone is gone by 8:00 p.m.

Where: Roosevelt University, 425 S. Wabash Ave Chicago, Room 418

Who: All CTPA Associate members + other DMCs and tour operators may interview
Interviews are only for current 2019 CTPA members
(Guests are not allowed this night)

The format for this October quarterly meeting will allow guide members to be scheduled for mini-interviews and become better acquainted with potential employers. **See RSVP info below.**

What:

This meeting will be like "Speed Dating". One area will be set up as a waiting room. Our usual quarterly meeting room will be set up with a table for each company that is participating in the interview sessions. There will be three chairs for three guides at each table, plus chair(s) for representative(s) from each company.

Each interview session with a single company will last 15 minutes. Each of the three guides at the table will have time to give their short "elevator speech." Then the company representatives and guides will be able to ask each other questions.

Meeting session times will be set up from 5:00 p.m. to 7:45 p.m. A sound will signal the end of each 15-minute session, at which time all guides immediately will move to their next appointment (with another company) or leave the room if they don't have a meeting scheduled.

A nearby area will be set up with refreshments, as a waiting room, and as a place for members to socialize.

RSVP – If you RSVP online, you will be asked:

- a) I want to have someone from my company Exhibit/Interview.
- b) I am a guide, will send my resume by Sept 15 and want to interview.
- c) I do not want to interview, but will attend and help with logistics (sign in, human arrow, wayfinding) that night.
- d) I plan to attend to socialize.

If you want to RSVP via email or if you have questions, contact Sharon Sylvester at sharonsyl2@hotmail.com. Be certain to advise your level of participation by selecting a, b, c, or d!

We would ask that everyone commit as early as possible, ideally **RSVPING on or before SEPTEMBER 15.**

How EMPLOYERS Can Participate as Exhibitors/Interviewing Guides:

If you would like to interview CTPA members on October 15, email Sharon Sylvester these things **by September 15:**

- 1) your full company name,
- 2) the full name of who will attend and interview on this day,
- 3) the email(s) and phone number(s) of the attendees and
- 4) a short (60 word) description of your company and outline what types of jobs you hire for. This might include hospitality desk staff, airport meet and greets, sightseeing tours, dine arounds, foreign language guides, transportation specialists, over the road tour managers within Illinois or out of state, student tours, Senior groups, incentive travel, business meetings, etc.

Please send this information in the body of an email OR in an attached Word document to make it easy for us to cut and paste your company profile into an alphabetic listing of all those companies that have committed to interview. This listing of companies will be sent to CTPA guide members in late September.

How CTPA Certified and Candidate Guide Members Can Participate:

If you want to interview: CTPA Certified Guides and Candidate Guides that wish to meet with Tour Operators and Destination Management Companies (DMCs) on October 15 must **submit a ONE PAGE resume electronically by email as a PDF** to Sharon Sylvester sharonsyl2@hotmail.com **by September 15.** (No paper resumes will be accepted).

Tour Operators and DMC's will have the opportunity to view these PDF resumes prior to the meeting date (October 15), and request which guides they would like to meet with.

A list of companies that will be available for guides to interview with will be made available to guides **in late September.** Guides will be able to schedule a time to meet with the companies attending.

Dress professionally, bring printed copies of your one-page resume, and business cards to distribute on this day!

HELPFUL INFO: Resumes are conversation starters; they do not need to tell your entire life story. Be sure you include your name, email and telephone. Showcase your skills and relevant work experience to put your best foot forward, using the traditional reverse chronological format or a functional resume style. (See links below.) Be sure to spell check and have a friend proof your document so it is as perfect as possible. Remember the resume submitted must be one page. A headshot photo on your resume is suggested but not necessary.

Helpful WORD templates

Functional resume: <https://templates.office.com/en-us/functional-resume-tm02919188>

Traditional resume:

<https://templates.office.com/en-us/Chronological-resume-Traditional-design-TM06091523>

You may be able to make a PDF using the Word or other word processing software, or you may be able to print out a resume and scan it to make it a PDF.

TRY THIS:**How do you convert a Word Document to a PDF?**

- Click the Microsoft Office Button, point to the arrow next to Save As, and then click PDF or XPS.
- In the File Name list, type or select a name for the document. (The default choice would be the same file name with the .pdf extension.)
- In the 'Save as type' list, click PDF.
- If you want to open the file immediately after saving it, select the 'Open file after publishing' check box. ...
- Click Publish.

Do you know of a tour operator or DMC that is not a CTPA member that you would recommend that we invite to participate in this job fair? If yes, please provide the company name, email and a telephone number to Sharon Sylvester, Tony DeSalvo, or Kevin Doerksen who are organizing the evening.

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