

**Find your Passion**

# Guidebook

Tips to apply for  
jobs in the Tourism  
industry



# Message from President & CEO



## Why does Tourism need You?

The Hospitality and Tourism sector is the strongest pillar of Aruba's economy. There are many job opportunities available, and AHATA is convinced that Aruba has qualified people with their hearts in the right place to do exceptional work.

AHATA presents the "Find your Passion" program to help prepare individuals to find and interview for a job.

The program offers advice, from how to search for a job, how to prepare and dress for an interview, and how to write a CV. By offering practical advice in these areas, AHATA strives to empower those seeking employment in Aruba's Tourism sector to successfully showcase their skills.

AHATA firmly believes that Aruba has talented individuals with a genuine passion for excellence.

Tisa LaSorte  
President & CEO



# Find a job and prepare to apply



**Take your time to search for jobs with good sources.**

## When you find a vacancy, take the following steps:

### 1 Take your time to prepare your application.

By taking your time to prepare for your application, you are presenting yourself effectively to potential employers.

### 2 Make good note of the requirements.

Ensure careful attention is given to the specifications and criteria needed.

### 3 Follow the instructions in the job announcement.

Adhere to the guidelines and directives provided in the job posting.

If you meet most of the job requirements:

### 4 Create a CV (resume) that contains important information about you.

- Your contact information, education, nationality, legal residency, experience, and abilities.
- You must also specify if you have a work permit.

When you are ready to send your letter:

### 5 Write a basic text in your email that explains your interest in applying for the job.

You can write your letter in **English, Dutch, Papiamentu, or Spanish**. There are companies that require you to apply online. Take your time to follow all the step-by-step instructions.



**After sending your application, contact the company to confirm that your application has been received.**



**Be prepared for your job interview.**

**“ It is better to be well prepared than to lose an opportunity.**





## TIPS

1. Find a quiet place where you can concentrate to prepare for your interview.
2. When you prepare your answers for the interview, practice them with a person.
3. If you do not understand a word, look up its meaning on the internet.

# Be prepared for your job interview.

If you receive an invitation for a job interview, be well prepared so that you can stand out as a preferred candidate.

**Follow these instructions on how to prepare yourself:**

1. Take your time to research the job vacancy and the company.
2. You can visit the company's website or social media page.
3. You can also ask for advice from someone who knows the company or sector.
4. Create a list of possible questions that you may be asked, and prepare your answers.



**Examples of questions that may be asked:**

- Why are you interested in this job?
- What are your skills?
- How flexible are you with working hours?
- What makes you a good worker?

**Prepare a list of your own questions, such as:**

- What would be expected of me in the job?
- What are the growth opportunities?
- What are the working hours?
- What are the pay and benefits?



**Remember to dress properly for the interview, as it will show your serious intention for the job.**



# Dress appropriately for your job interview

At every moment of contact with a job prospect, your outfit can help send the message that you are a neat, responsible, and the correct person for the job. That is the reason it is important to be aware of your choice of clothing from the moment you request an application form to the day of your interview.

## It's important for you to:



### Choose neat and professional clothing

Dress in clothes that are appropriate for an interview, it shows respect and indicates that you take the interview seriously. It also demonstrates that you are a responsible person to represent the company.

### Wear clothing with neutral colors

Usually, the desire is for a hiring manager is to remember your qualifications and personality, and not what you were wearing. Therefore, choose clothing with neutral colors such as white, beige, khaki, or navy for a professional look.

### A suit is not necessary to show professionalism

A shirt or polo shirt without logos or text is acceptable for an interview in the hotel and catering sector. The clothes must be clean and ironed.

### Choose conservative pants or skirt

Jeans and shorts are not a good choice for an interview. It's better to choose appropriate pants or skirts that are not higher than your knee and fit your body appropriately.









### **Good shoes help with good posture and show professionalism**

Shoes such as sneakers, sandals, or slippers are too casual for an interview. To complete your interview outfit, choose clean and closed-toe shoes in brown or black. Females should choose shoes with a comfortable heel that is less than 8 centimeters in height.

### **It's advisable not to wear perfume**

Everyone reacts differently to the scent of perfume, and some people may be allergic. The goal is to present a clean and neat appearance so that hiring managers can focus on your ideas and qualifications for the position.

### **Don't neglect your hair, beard, and personal hygiene**

A well-groomed beard is appropriate. Maintaining your hair and personal hygiene helps polish your professional appearance, sending the message that you will be a good representative of the company and Aruba in general.



# What not to wear

## *female*



Do not show too much skin.



Avoid short dress.

Avoid tank tops.



Avoid ripped clothes.

Wear closed shoes instead of slippers or sandals.





# What to wear

## *female*



**Always remember that a professional and neat outfit is another resource to make a positive impression.**

# What not to wear

## *male*



Avoid T-shirts.

Do not wear shorts.



Do not leave sunglasses on your head.

Wear closed shoes instead of slippers or sandals.



# What to wear

## *male*



**Your interview outfit can be repeated for every interview until the moment you find your passion.**



## Represent the best version of yourself

 **Represent yourself in the best possible way on the day of your interview.**

**Your outfit should be conservative and remember to take personal hygiene into account.**

On the day of your interview, keep in mind the following:

1. Make sure to arrive 5 minutes early for your interview.
2. When you arrive, present yourself confidently with enthusiasm and good posture.
3. Bring paper and a pen to take notes and pay attention to everything that is said during the interview.
4. Always be yourself and honest when answering questions.
5. Remember that you can also ask questions.

**At the end of the interview, ask what the next steps are and thank them for their interest and time.**





## TIP

Two days after the interview send an email to thank them for the interview and opportunity, and re-affirm your interest in the job position.



[www.ahata.com](http://www.ahata.com)

## ABOUT AHATA

AHATA is a non-profit association powered by its members. Over 150 member companies running the breadth of the Aruba's tourism industry, from large hotel properties and timeshare resorts to activity companies and small service providers. The combined strength and knowledge of our members enables AHATA to move forward in enacting positive change within the industry.

### Phone

+297 582 2607  
[office@ahata.com](mailto:office@ahata.com)

### Address

L.G. Smith Blvd 174  
Oranjestad, Aruba