



# Alaska Railroad Tour Guide Training Program



The Alaska Railroad Tour Guide Training Program was started in 1980 to offer Alaska's high school students a unique opportunity to gain important workplace skills and provide guests of the Alaska Railroad with first class customer service and narration of the railbelt's rich history. The Alaska Railroad is proud of our partnerships with local school districts and takes great pride in our Tour Guides. Many graduates of the Tour Guide Training Program are still working in the Travel and Tourism Industry; some even own their own businesses. We would like to invite to apply for this prestigious program, but first....

### **Please ask yourself the following questions:**

- ❑ Are you a reliable young adult who is **currently** a Junior or Senior in high school with a good attendance record?
- ❑ Are you a young adult who wants to get a head start in the workplace?
- ❑ Are you interested in representing the State of Alaska, the Alaska Railroad, and your school district?
- ❑ Do you want to learn more about the Travel and Tourism Industry?
- ❑ Are you willing to speak about Alaska to visitors from throughout the U.S and from all around the world?
- ❑ Are you able to work well in a team environment and as well as work independently?
- ❑ Are you ready for the best summer job in Alaska?

If you answered yes to these questions, the Alaska Railroad Tour Guide Training Program wants to learn more about you!

Please complete this application and return it to the King Career Center's main office by

**January 14, 2011**



# ACKNOWLEDGMENT OF RESPONSIBILITIES

Students, parents/guardians, and school counselors please read the following carefully and sign below, acknowledging that you understand the responsibilities associated with enrolling in the Alaska Railroad Corporation Tour Guide Training Program.

I hereby ACKNOWLEDGE that:

1. The Training Program requires a significant time commitment from the students. I have reviewed the schedule for classroom training and field trips and understand that the students are expected to attend all such training and trips. In addition, students will be required to be flexible regarding training schedules, as they may change from time to time to accommodate special learning opportunities.
2. The Training Program is managed by the students' local school district and all applicable school district policies and rules (including drop policies) apply to the Training Program.
3. In order to complete the Training Program successfully, the student must attend all classroom training and field trips (unless the student's absence is authorized in advance) and satisfactorily complete all assignments and examinations.
4. If the student successfully completes the Training Program, he/she will receive one-half (1/2) Alaska Studies credit.
5. If the student successfully completes the Training Program, he/she will be offered an opportunity to interview for the position of Alaska Railroad Corporation Tour Guide. There is no guarantee that the student will be selected for the position, and the student's enrollment in the Training Program is not a promise that he/she will ultimately be offered the position of Tour Guide.
6. Students are required to wear the AKRR uniform in class and if selected for a Tour Guide position must comply with uniform standards as a condition of employment.

Dated: \_\_\_\_\_  
Applicant

Dated: \_\_\_\_\_  
Applicant's Parent/Guardian

Dated: \_\_\_\_\_  
Applicant's High School Counselor

I have reviewed the schedule for classroom training and field trips and understand that my absence from either requires advance authorization. I would like to request authorization to be absent on the following dates:

Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Date: \_\_\_\_\_ Reason: \_\_\_\_\_

# SAMPLE RESUME

Jim Johnson  
1234 Northern Lights Blvd.  
Anchorage, AK 99650  
(907) 334-2235  
JJohnson@hotmail.com

## Objective

To be selected into the Alaska Railroad Tour Guide Program Class of 2010.

## Education

2007 - present	Dimond High School (If out of state school, then use city and state, otherwise, no city)
2003 - present	Business Technology - King Career Center

## Other Skills

Type 30 wpm	Filing
Good people person	Excellent Attendance
Punctual	Phone answering
Reliable transportation	
Alaska drivers license	

## Honors and Awards, Volunteer Work & Organizations

Eagle Scout Name of Scoutmaster & phone number	October 2001
Church Youth Group Youth Leader Name of supervisor and phone number	August 1999-present
Honor Roll- 3.5 G.P.A.,	3 different semesters

## Work Experience

September 02 - present	McDonalds on DeBarr Supervisor first and last name Phone # (don't forget this part) Job title Duties performed (list job skills)
September 00 - present	Babysitter Names and phone #'s on request

## References (3) (Professional References, manager, owner, teacher, etc. not friend's name)

Name	Name
Relationship & Company Name (important)	Relationship & Company Name (important)
Street Address	Street Address
City, State zip	City, State zip
Phone #	Phone #
email (if known)	email (if known)

Name
Relationship & Company Name (important)
Street Address
City, State zip
Phone #
email (if known)