



ONCE YOU KNOW WHO YOU ARE, IT'S
TIME TO TELL THE WORLD . . .



Introduction to Business Getting a Job Chapter 21

(A) Body Language, (B) Qualifications, (C) Employability Skills, (D) Referral, (E) Resume, (F) Job Lead g,
(G) Employment Agencies, (H) Reference, (I) Cover Letter, (J) Employment Objective, (K) Job Interview.

- _____ 1. Organizations set up to help people find jobs are called.
- _____ 2. A(n) _____ may be a teacher, former employer, or other adult who can assess your personal and Work habits.
- _____ 3. When you send your resume to a prospective employer, you should also send a _____.
- _____ 4. A(n) _____ is a statement that tells the prospective employer about your motivation and interest in their business.
- _____ 5. Qualities that employers look for in person they want to work for them and the techniques for letting an employer know you have the qualities are called.
- _____ 6. A document that highlights your job qualifications is called a(n).
- _____ 7. Nonverbal communication, such as posture, eye contact, facial expression, and gestures is called.
- _____ 8. Information about a job opening is called.
- _____ 9. _____ is (are) the education, skills, and experience required for doing a particular job.
- _____ 10. A personal recommendation to an employer or other job lead is a _____.
- _____ 11. A formal face-to-face discussion between an employer and a potential employee is a(n).

Review What You Learned.

12. What are the basic skills many employers expect workers to have?
13. Why do many employers look for people with work experience?
14. What is the No. 1 reason why people lose their jobs?
15. What do your extracurricular activities indicate to a potential employer?
16. What is the purpose of a resume?

17. Before you use someone as a reference, what should you do?
18. What people could you use as a reference?
19. What services do public employment agencies provide?
20. Why is it important to be on time for a job interview?

