

6. What is the difference between a public and private employment agency?

7. What are two ways to use the Internet to find job leads?

8. Provide three guidelines for completing a job application.

9. What is one document you must have to be able to work?

10. Who are two people who would be a good reference?

11. What are three types of test you may have to take when you apply for a job?

12. How can you send your résumé to an employer?

13. How long should your résumé be?

14. What are the three parts of the cover letter?

15. Why might prospective employers reject a résumé with a few minor mistakes?