Chapter 6 Review

Name:		Date:	
1.	Fill in the blank with an academic vocabulary term:		
	a.	You should tell an employer everything about you that to	
		the job.	
	b.	An employer needs to know what your are so	
		that they can hire the person who has the best skills for the job.	
	c.	When you fill out a job application make sure to use	
		information so that you do not commit fraud.	
2.	Fill in t	he blank with a project vocabulary term from section 1:	
	a.	Your contacts may work at or know about a company	
		that is hiring.	
	b.	A is a recommendation from a contact who is part of your	
		network.	
	c.	A is a temporary job that becomes	
		permanent after a period of evaluation by the potential employer.	
3.	Fill in t	he blank with a project vocabulary term from section 2:	
	a.	are people who will recommend you to an employer.	
	b.	A is a brief letter that introduces you to them	
		employer and explains why you are sending your résumé.	
	c.	A is a brief summary of a job applicant's personal	
		information, education, skills, work experience, activities, and interests.	
4.	List thr	ee ways someone could find a job lead.	

5. What is a hot call and a cold call?

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?