

Fundamentals of Business Communication © 2012

Chapter 16: Writing and Interviewing for Employment

Tools:

- Printer
- 8.5" x 11" paper
- Scissors

Directions:

1. Print
2. Fold paper in half vertically
3. Cut along dashed lines



application form

Typically printed or available online, it asks for personal and professional history that an applicant must submit in order to be considered for a job.

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01 of 12 E-Flash Cards



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background check

A look into the personal data about you that are available from the government.

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chronological résumé

A résumé in which the order of presentation is reverse chronological order, with the most recent employer listed first.

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03 of 12 E-Flash Cards



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cover message

A letter or e-mail sent with a résumé to introduce yourself and summarize your reasons for applying for a job.

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04 of 12 E-Flash Cards

employment verification

A process through which the information you provided about your employment history is checked to verify it is correct.

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05 of 12 E-Flash Cards



functional résumé

Lists work experience according to categories of skills or achievements, rather than by employer.

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06 of 12 E-Flash Cards



job interview

The employer's opportunity to probe the details contained in your résumé and to assess you as an individual.

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07 of 12 E-Flash Cards



keywords

Words and terms that specifically relate to a particular objective.

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08 of 12 E-Flash Cards

reference

A person who knows you well and can comment on your qualifications, work ethic, personal qualities, and work-related aspects of your character.

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09 of 12 E-Flash Cards



résumé

A profile of your career goals, education, and work history to be given to prospective employers.

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scannable résumé

A résumé formatted so as not to use typographical elements, such as boldface, bullets, and indentations, for the purpose of allowing the document to be scanned into electronic format.

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thank-you message

A thank-you letter or note sent to the person who conducted your employment interview.

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12 of 12 E-Flash Cards