

Exploring Life and Career © 2012
Chapter 13: Preparing for Work—Glossary

critical thinking. The ability to look at all sides of a problem.

criticism. A judgment.

employability skills. The basic skills you need to get, keep, and succeed on a job.

follow-up letter. Letter sent by a job applicant thanking the interviewer for his or her time.

job application. Personal information of potential employees required by companies.

letter of application. A document you send with your résumé to give more information about your skills.

networking. Making contacts with people who may be able to help you find jobs.

professional organizations. Associations of members in a certain profession.

reference. A name of a person who can be contacted about you and your work habits.

résumé. A written description of a person's education, qualifications, and work experience.

teamwork skills. Working well with other members of a team.

thinking skills. The ability to think creatively and critically, make decisions, and solve problems.

work ethic. The values of hard work and dedication held by employees.