

***Preparing for Life and Career © 2013***  
***Chapter 10: Getting the Job You Want***

**Tools:**

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- Printer
  - 8.5" x 11" paper
  - Scissors
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**Directions:**

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1. Print
  2. Fold paper in half vertically
  3. Cut along dashed lines
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follow-up letter

A professional letter written to your interviewers thanking them for the interview opportunity and expressing continued interest in the job.

- FOLD -

01 of 10 E-Flash Cards



interview

A meeting between an employer and a job applicant.

- FOLD -

02 of 10 E-Flash Cards



letter of application

A letter that accompanies your résumé expressing interest in a position and providing more information about your qualifications.

- FOLD -

03 of 10 E-Flash Cards



letter of recommendation

A document written by one of your references you can show to any prospective employer testifying to your abilities.

- FOLD -

04 of 10 E-Flash Cards

networking

Making contacts with people who may be able to help you find a job.

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05 of 10 E-Flash Cards



part-time job

A job that is fewer than 40 hours per week.

- FOLD -

06 of 10 E-Flash Cards



portfolio

An organized collection of your work showcasing your talents and skills.

- FOLD -

07 of 10 E-Flash Cards



professional organizations

Recognized associations that unite and inform people who work in the same occupation or industry.

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08 of 10 E-Flash Cards

references

People who know you and your work habits well, but are not relatives.

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09 of 10 E-Flash Cards



résumé

A short history of your education, qualifications, and work experience.

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10 of 10 E-Flash Cards



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