

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

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

**interview.** A meeting between an employer and a job applicant.

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

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

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

**part-time job.** A job that is fewer than 40 hours per week.

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

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

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

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