

Looking Ahead: Preparing for Workplace Success

Use the two columns below for taking notes. As you read, write main ideas in the left column and subtopics and detailed information in the right column. After reading this chapter, use your notes as a study guide. Cover the right column and use the left column to quiz yourself about the chapter content.

Main Ideas	Subtopics and Detailed Information
<i>Job leads come from any number of sources</i>	<i>Some of the most common ways to find job openings include networking, searching online, and attending job fairs</i>