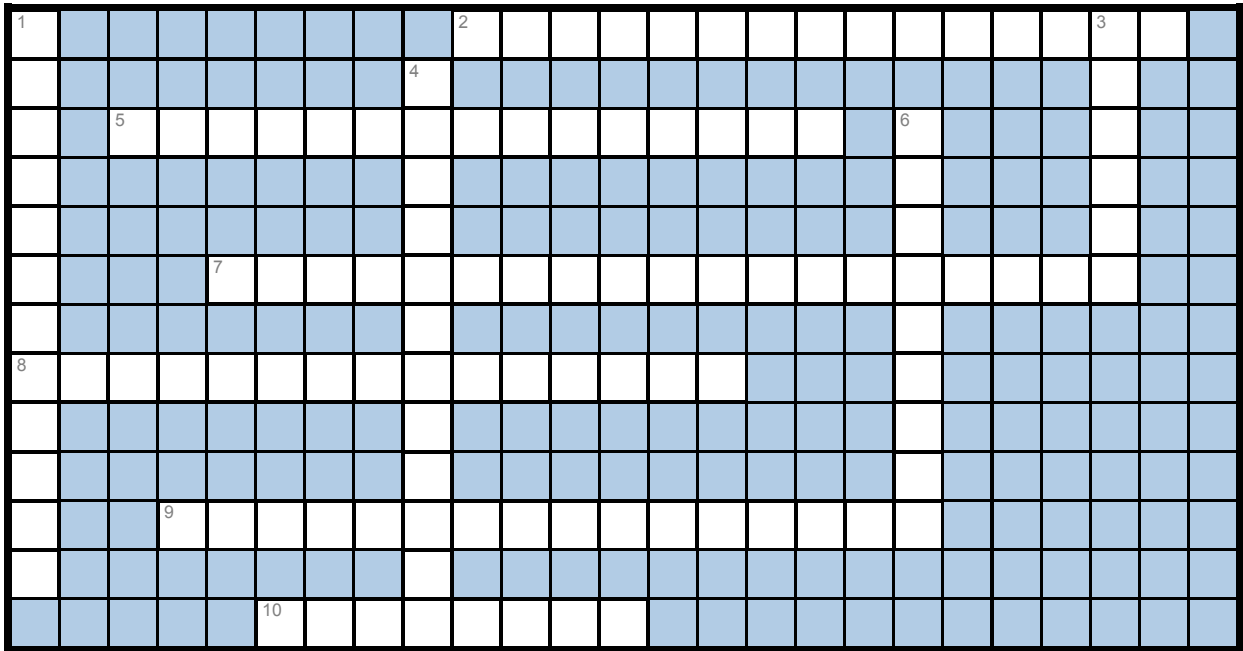


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Chapter 16: Writing and Interviewing for Employment

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Across

2. 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.

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

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

8. 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.

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

10. Words and terms that specifically relate to a particular objective.

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

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

Down

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

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