

Name

Date

Applying for a Job Vocabulary

Words You Need to Know:

Application	a form to be completed by a person who wants to be hired for a job
Complete Address	a person's street address, city, state, and ZIP Code
Cover Letter	a letter written by a job applicant to an employer stating interest in a job, listing qualifications, and requesting an interview
Interview	a meeting between an employer and an applicant for a job
Qualifications	a person's abilities, knowledge, skills, and experience
Recommendation	a statement of one person's belief that another person can do a job well
Reference	a person whom an employer can call to ask about a job applicant's personal characteristics, work habits, and abilities
Resume	a written summary of a person's education, work history, and qualifications for a job
Work History	a job applicant's previous employers, job titles, and dates employed