

Chapter 21 Getting a Job

Section 21.2 Getting the Job You Want

Section Summary with Key Terms and Academic Vocabulary

Getting the Job You Want Before you begin looking for a job, you should discover which jobs you would like most and would be able to do best. One of the first steps in finding a job is to prepare a résumé, which tells an employer about your qualifications. Its purpose is to persuade potential employers to interview you. The process of applying for a job can include submitting a cover letter, filling out a job application, taking an employment test, and being interviewed.

Key Terms _____

résumé A summary of an individual's skills, education, and work experience

chronological résumé A list of your achievements in time order

job objective A statement about the type of job a job applicant wants

cover letter Letter that accompanies a résumé and tells the employer about an applicant, explaining why the person is applying for a job

job interview A formal face-to-face discussion between an employer and a potential employee

Academic Vocabulary _____

assess To determine the importance, size, or value

achievement A result gained by effort

transferable The ability to be moved to a different place, region, or situation

objective Something toward which effort is directed