

Chapter 38 Finding and Applying for a Job

Section 38.2 Applying for a Job

Section Outline with Content and Academic Vocabulary

Section Outline

Getting a Work Permit

Applying for a Job

Using Standard English

Filling Out Application Forms

Writing Cover Letters

Preparing Résumés

Electronic Résumés

Electronic Formatting Issues

Using Key Words

How to Submit Your Résumé

Traditional Print Résumés

Print Formatting Issues

Preparing for an Interview

Dress and Grooming

Things to Know

Conducting Yourself Properly During an Interview

What to Say in an Interview

Closing the Interview

Following Up After an Interview

After You Are Hired

Content Vocabulary

standard English The formal style of writing and speaking learned in school. (p. 901)

reference Someone who knows your work habits and personal traits and will recommend you for a job. (p. 903)

cover letter A letter written by a job applicant to introduce the applicant to an employer in the hopes of convincing the employer to read the résumé. (p. 903)

résumé A brief summary of personal information, education, skills, work experience, activities, and interests. (p. 904)

Academic Vocabulary

convince Make someone agree, understand, or realize the truth or validity of something. (p. 903)

transmit To send from one person or place to another. (p. 904)