

Name:

Date:

Hour:

Ch. 6 Career Checklist

Notes

/15

Chapter Review, page 128

/5

Vocabulary in *original* sentences

Recalling Key Concepts 2-6

Problem Solving 8, 9, 10

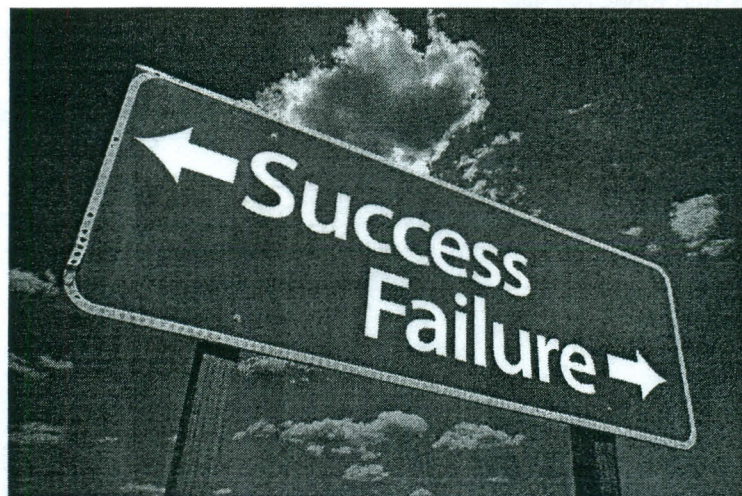
Current Event

/10

30 POINTS TOTAL // DUE DATE:

Chapter 6 Finding and Applying for a Job

- Explain why networking is effective for developing job leads.
- Create and maintain a career network and contact list.
- Use the Internet and other resources to search for career opportunities.
- Prepare written materials necessary for job-hunting, including applications, résumés, and cover letters.



Ch. 6: Finding a Job Applying for a Job

SECTION 6.1: EXPLORING SOURCES OF JOB LEADS

Define: Job lead:
 Networking:
 Contact list:
 Referral:
 School-to-work programs:
 Internet:

From reading the second paragraph on pg. 112, give two examples of job leads.

- 1)
- 2)

According to Figure 6.1, the best way to get a job is to

There are five associations in successful networks in Figure 6.2. List them:

- 1)
- 2)
- 3)
- 4)
- 5)

Circle HOT or COLD underneath each illustration showing me that you know the difference between the two types of calls.

I know the employer is hiring. I think I will call the business to see if I can get a job.



HOT or COLD

I am randomly calling businesses in the phonebook to see if I can get a job

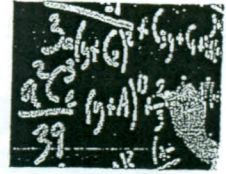


HOT or COLD

SECTION 6.2: APPLYING FOR A JOB

Define: Social security number:
 Work permit:
 Standard English:

References:
Resume:
Cover letter:



How many digits is a social security number? _____

Um and like are poor examples of which vocabulary word? _____

In your opinion, what mistake is the most costly on a job application and why? (3 sentences +)

Friends and family should not be included on your _____.
However, teachers, former employers, coaches, and counselors should be included.

Employers don't have the right to ask you about...

- 1)
- 2)
- 3)
- 4)
- 5)

There are three kinds of resumes. List them: Put a star next to the one you completed in class.

- 1)
- 2)
- 3)

There are three kinds of tests. List them and tell me the purpose of each:

- 1)
- 2)
- 3)

