

Standard 5: Career Readiness

Vocabulary

1. Application: the tool employers use to find out basic information about job applications
2. Conflict resolution: a way of settling problems productively
3. Cooperation: to work with others to reach a common goal
4. Follow up letter: interview thank you letter
5. Interview: a formal meeting between an employer and job applicant about a job opening
6. Job opening/lead: any information about possible job openings
7. Job search: the act of looking for employment
8. Leadership: a person who guides or directs a group
9. Letter of Application: letter that accompanies a resume, also known as a cover letter
10. Networking: a resource that involves communicating information with others
11. Personal finance: the financial management which an individual or family unit utilizes; including budgeting, saving, spending money and resources
12. Recommendation: support for the job seeker from a reference
13. Resume: a short, written, description of an applicant's personal data, education, and experience related to a job
14. Teamwork: a group of employees working together to reach a specific goal
15. Transferrable skills: the work tasks that are used in various types of careers
16. Volunteering: working without pay
17. Work ethic: rules of behavior in the workplace