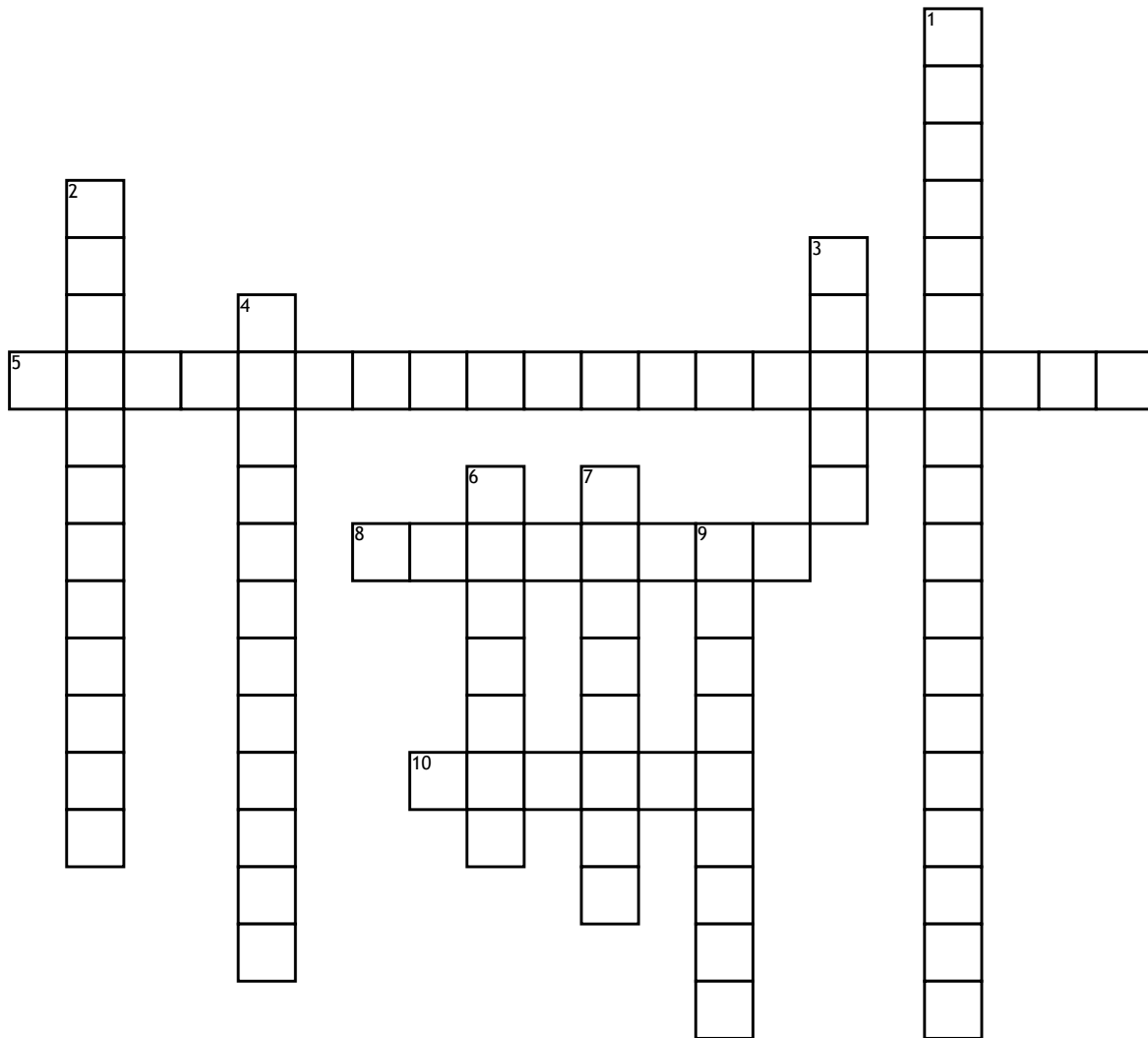


# Academic and Career Enrichment Center



## Across

5. A way of listing events starting with the most recent first.

8. In a cover letter, it should always be addressed to a \_\_\_\_\_ person.

10. A person's name, address, phone, and e-mail combine to make the \_\_\_\_\_.

## Down

1. Often appears first on a resume. May be stated as a professional designation, followed by a specialty area in that field. Can also state what level of position you desire.

2. Introduces you, explains your purpose for writing, highlights a few of your experiences or skills, and requests an opportunity to meet personally with the potential employer.

3. When listing a GPA on a resume, it should always be \_\_\_\_ a 3.0.

4. An email listed on a resume should always be \_\_\_\_\_.

6. An advertisement of who you are in terms of competencies, professional accomplishments, educational history, and future capabilities.

7. A professional Facebook.

9. A specific request at the end of a cover letter is asking for what?