

Career Glossary

1. A willingness to take advice, learn , change and work as a team. A. Skills
2. Letter an applicant write in response to a job advertisement. It outlines interest in and qualifications for a the position. B. Opportunities
3. Group of related occupations. C. Career Cluster
4. A specific set of duties performed for a specific employer in a prescribed location. D. Coachable
5. Time spent with someone at a job, following the person. Gives you a sense of what the job is like. E. Cover Letter
6. A theory that each person has different kind of intelligences. F. Multiple Intelligences
7. Possibilities. Chances for advancing towards one's goals. G. Resilience
8. Abilities or capacities that can be acquired and improved with experience, practice and training. H. Job Shadow
9. The ability to adapt to change. I. Resume
10. A personal information document that outlines experiences, education, credentials and references. J. Job