

Name: _____ Date: _____

Job Search/Interview Skills

1. What sort of letter is usually required to accompany a CV?
 2. A person who can recommend me for a job, give a verbal reference
 3. Resources and people who can give you information about jobs
 4. The steps you must follow when searching for suitable job vacancies
 5. A document that advertises your skills and qualities to employers
 6. Your abilities- specific things you can do
 7. A possible obstacle stopping something happening
 8. The right thing to say or do
 9. Your facial expressions, gestures and posture
 10. An informal interview
 11. Expresses your attitude
 12. A position or level of power
 13. Your viewpoint
 14. Your personal contacts-family, friends
 15. A possible topic in a Job interview
- A. Your tone of voice
 - B. Job Search Process
 - C. Work experience
 - D. Body Language
 - E. Network
 - F. Sources of information
 - G. Status
 - H. Appropriate
 - I. CV
 - J. Referee
 - K. A casual interview
 - L. barrier
 - M. An opinion on something
 - N. Skills
 - O. Cover letter