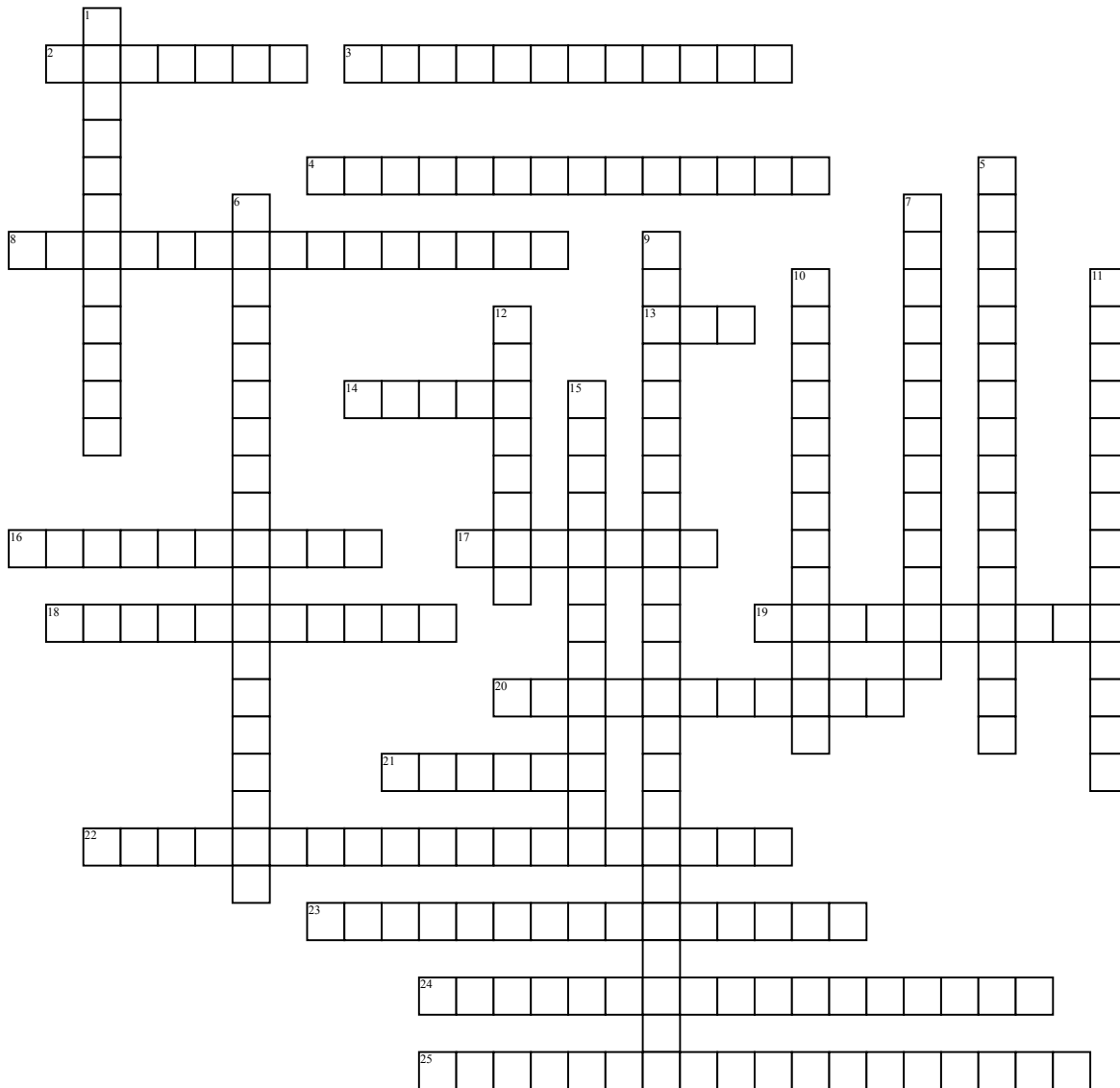


Name: _____

Date: _____

Chapter 20-21 review



Across

2. information about a job opening
3. Someone who takes a risk in starting a business
4. Money used to start up a new small business
8. A business that has been in operation for less than three years
13. A government funded organization
14. Service Corps of retired executives stands for
16. A situation in which a business does not have enough money to pay for its creditors
17. information about a job opening
18. a one-page letter that tells the employer about you and why you're applying for the job.

19. A field that requires a high level of education, such as law, medicine, or architecture
20. One that measures how well a job applicant can perform
21. a summary of your skills, education, and work experience
22. Qualities that employers look for in a person, including education, experience, character, and ability to work with others.
23. a person trained to provide information and guidance on choosing and preparing for a career
24. two way conversation
25. Professional service that helps people find jobs.

Down

1. nonverbal communication

5. Process of starting, organizing and business
6. Sales letter about an applicant
7. An interview in which your employer asks questions about how you liked your work
9. Document that asks for information related to employment
10. A skilled craftsperson who has completed an apprenticeship
11. The steps necessary to choose and prepare for a career
12. A person or business that is owed money
15. A business that usually has the owner as the manager