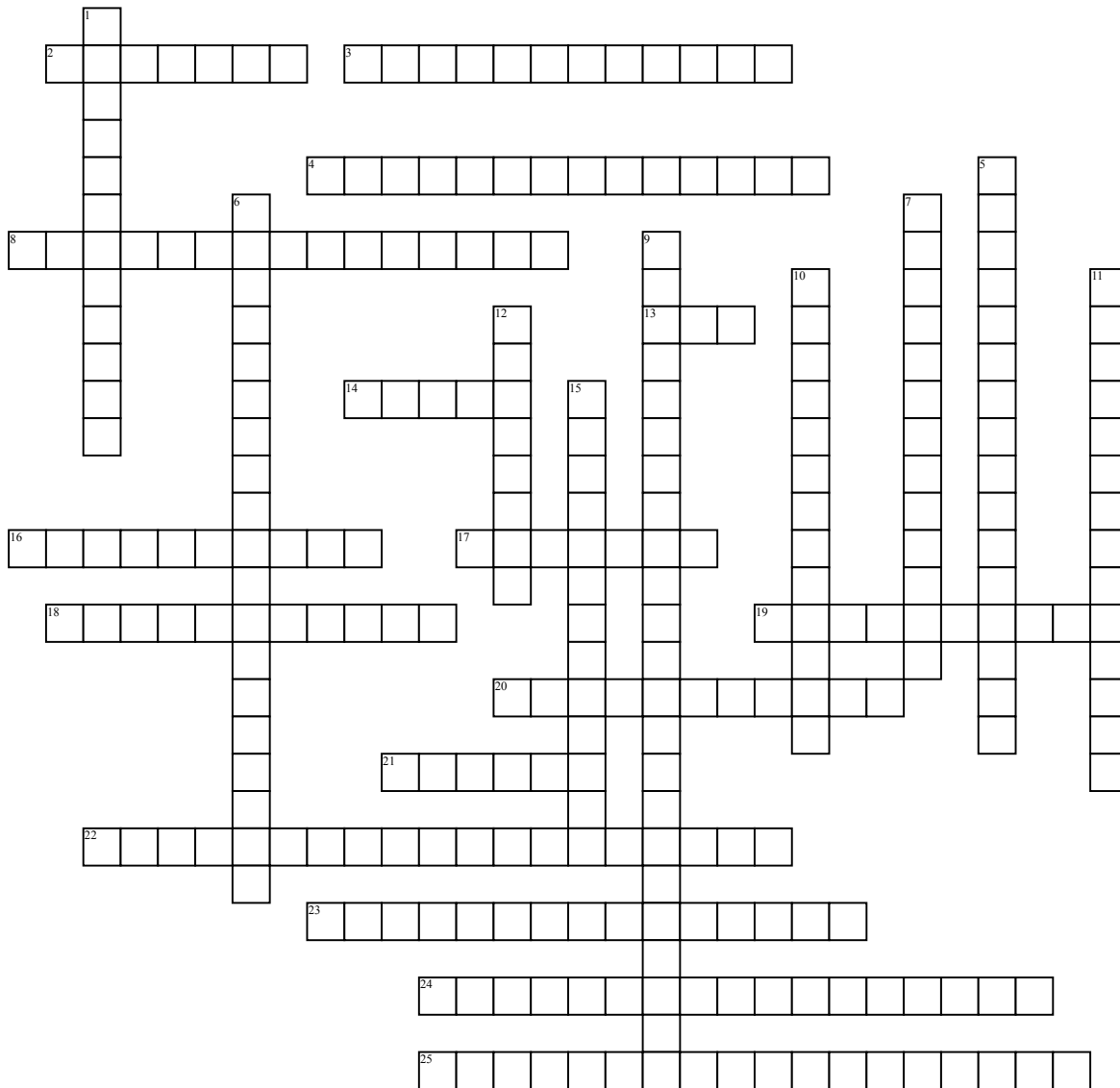


Name: _____

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