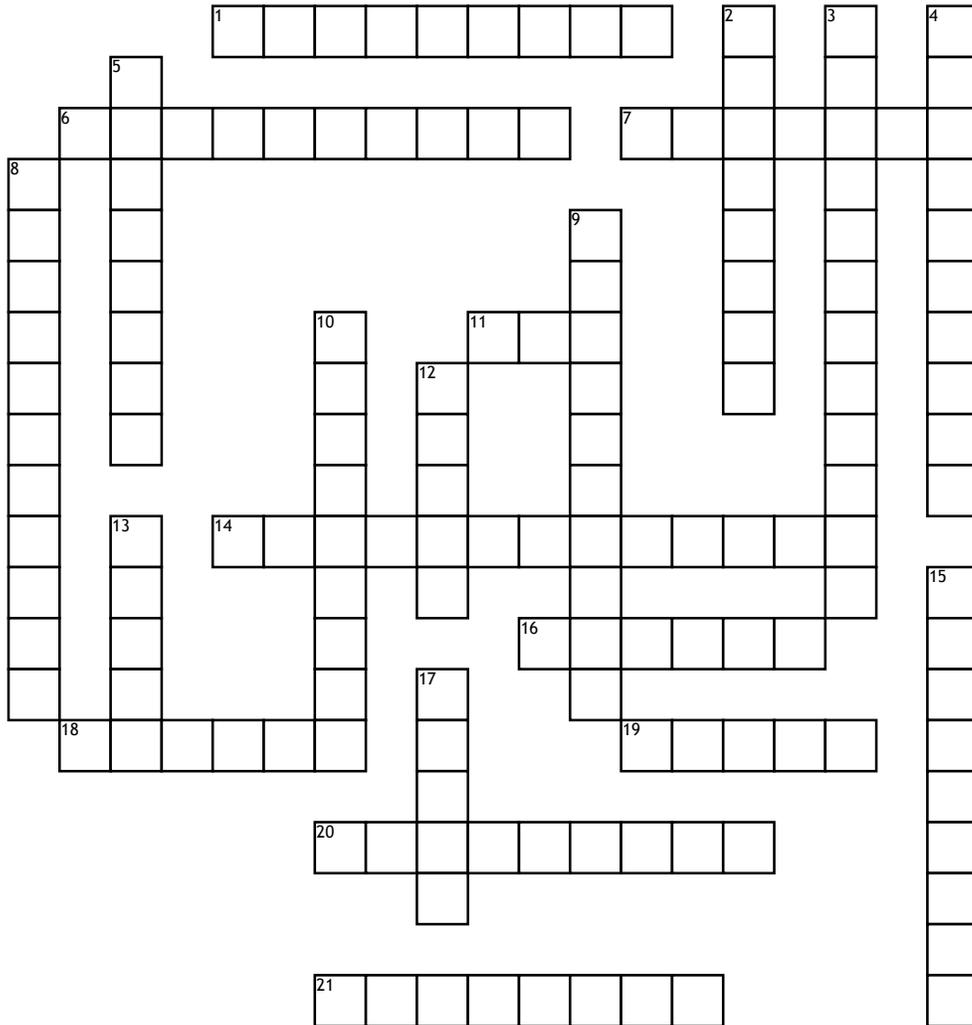


Name: _____

Employability Skills



Across

1. Indeed and Carebuilder are examples of _____

6. Even if you had a bad experience, you should never speak _____ about past employers or managers

7. You should always maintain good eye _____

11. How many years should a resume go back?

14. What is the most popular type of resume?

16. When doing a video interview, you should always look at the _____ when speaking

18. A brief written account of educational and professional qualifications and experience prepared by the applicant for a job

19. When asked about salary, you should always give a _____, not a specific dollar amount

20. You should always prepare _____ to ask at the end of the interview

21. You should always _____ the company before the interview and know 2-3 facts about the organization

Down

2. Being on time for work

3. Communication, leadership and teamwork are examples of what kind of skills?

4. 80% of all jobs are found through _____?

5. Most job boards will allow you to search by _____ to find jobs

8. Serves as an official introduction and is a place to sell your skills and interest in a position

9. What type of resume does not include any dates?

10. A person who will give a favorable report of a job applicant to an employer

12. At the end of the interview, you should always _____ the person for their time

13. How many references should you have?

15. A formal meeting between an employer and job applicant about a job opening

17. The type of interview where a person is interviewed by several people at one time

Word Bank

Three

Interview

negatively

Camera

Panel

job boards

Research

punctual

Functional

Cover Letter

Ten

Reference

Range

keywords

Questions

transferable

Chronological

Contact

Resume

Networking

Thank