

Name: _____

Date: _____

Getting a Job Crossword Puzzle

Across

3. Official form that employers ask all applicants for a position to fill out.

4. The end of your cover letter should include your _____

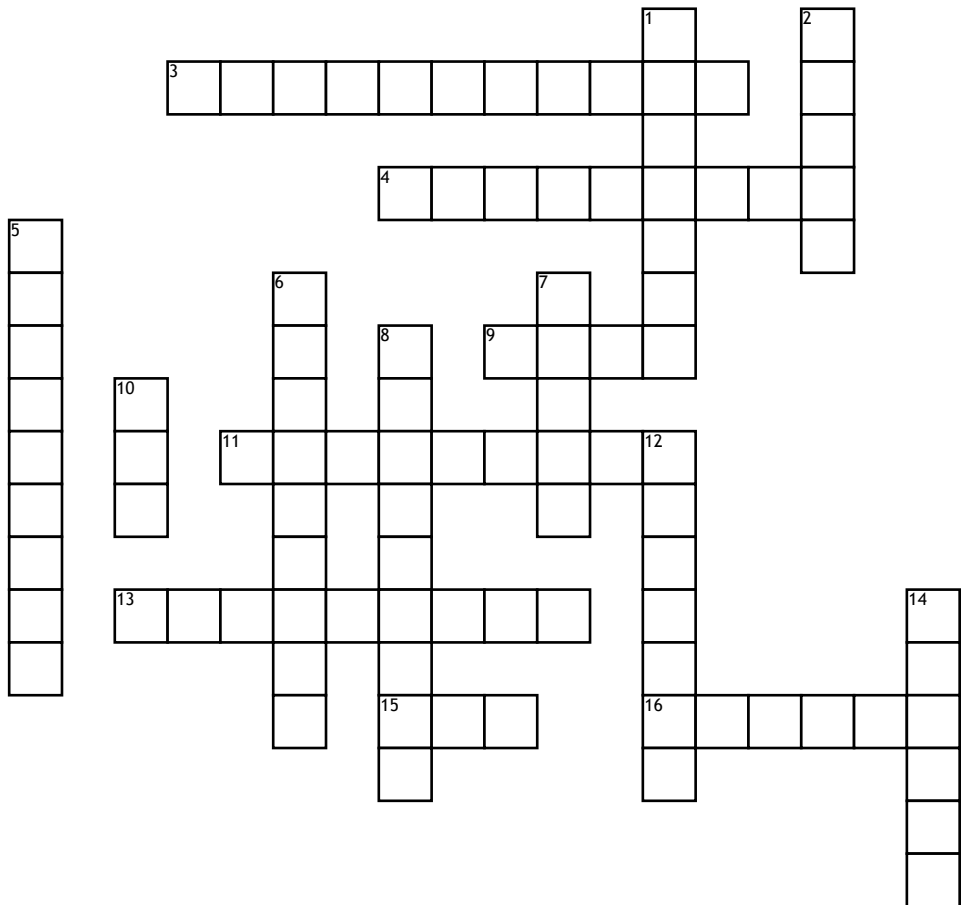
9. You should use the same _____ on your resume and cover letter.

11. If you lack paid work experience, use what other type of experience?

13. This statement summarizes the job you want.

15. Standard margin size for your cover letter should be this many inches.

16. This type of resume focuses around your strengths, NOT work experience.



Down

1. This type of information should be included on your resume and cover letter.

2. Avoid listing awards that are more than this many years old.

5. Someone who can speak to your work ethic and professionalism. NOT a relative or friend.

6. You should do this to your resume once you have completed it.

7. A formal letter that goes along with your resume.

8. This section of your resume lists the schools you attended.

10. Your _____ should NOT be included on your resume.

12. A chronological resume lists work in what time order?

14. A brief account of a person's education, qualifications, skills, and previous experience.

