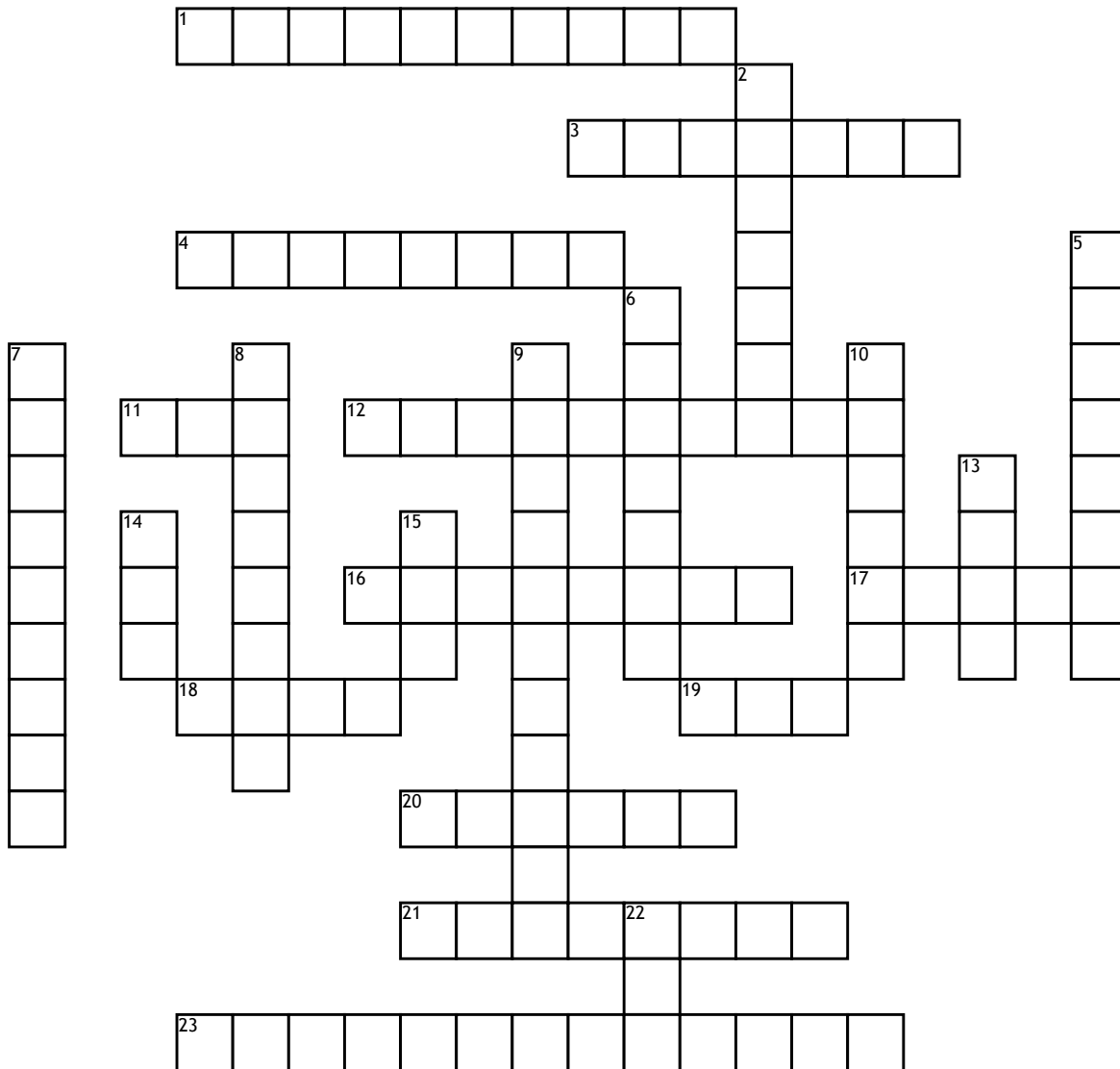


Skills & Concepts for Clerical Work



Across

1. Some companies want you to have so many years of _____ .
3. Personal _____ .
4. What can you use to help with Time Management Skills?
11. The Top ___ Job Interview Questions.
12. Job listings often include Qualifications and _____ ?
16. Interview question: "Tell me about _____".
17. What is a letter that you send with your Resume?
18. If you create a letter for "Interoffice" what would you create?

19. Employers look for applicants with ___ skill sets?

20. At work you should never talk about what?
21. Being on time at work is called?
23. What type of skill helps you talk to people?

Down

2. What is the Company Statement called?
5. When you play well with others.
6. What office equipment is called a four in one?
7. What are your greatest _____?

8. What is a good resource to find Job Opportunities?

9. Who invented the United State Postal System?

10. I wish all of you luck in your job _____ .

13. Where do you see yourself in _____ years?

14. If Interviewer ask, "Do you have any questions for me", you should say?

15. What is the abbreviation for Standard Office Procedures?

22. What is a hot drink you can have for Breakfast?