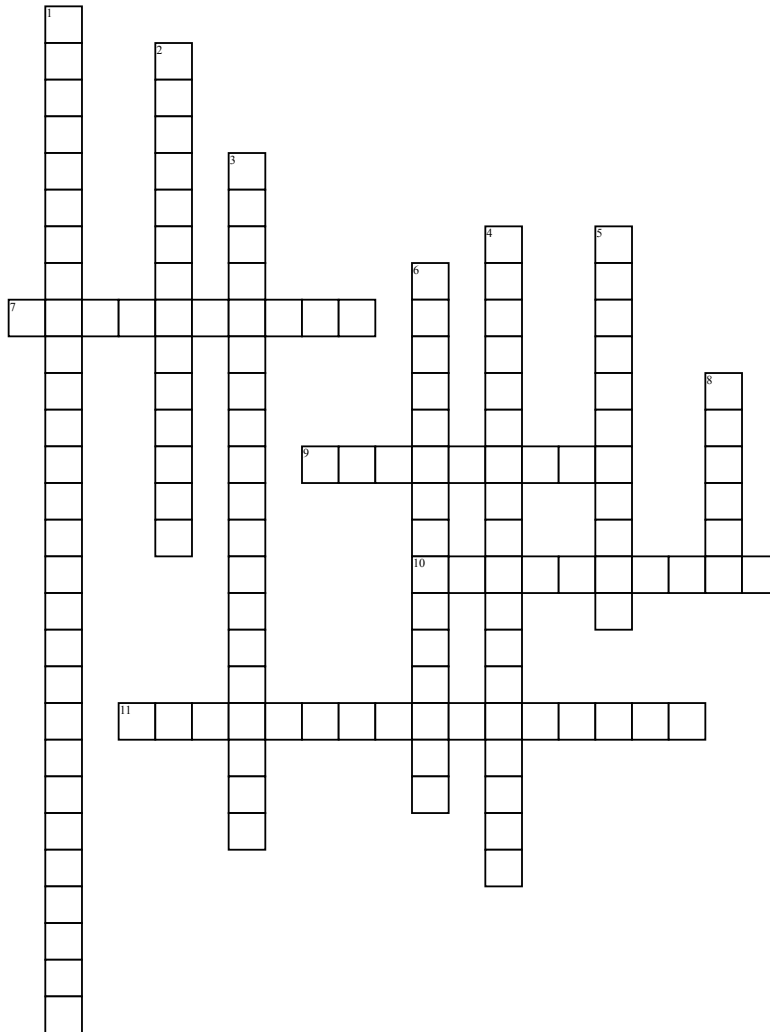


Name: _____

Cover Letters & Resumes



Across

7. People who can attest to your abilities at work, school, on a job or character

9. Sentence that describe the desired job

10. Individuals who can attest to your abilities at work, school and in character

11. request an interview at the employer's convenience; tells the employer you will call for his or her reaction to the resume

Down

1. These make great references

2. Explains the reason for writing an application for which you are applying

3. shows the job held progress in a logical sequence toward the position seeking

4. displayed at the top of the first page with name, address, phone numbers and email address

5. A brief summary of what you can contribute to the potential employer in letter form

6. Indicate how you can meet an employer's particular needs using two to three qualifications

8. A document that contains personal information, education, skills work experience and activities

Word Bank

cover letter

references

references

Contact information

middle paragraph

Objective

teacher, ex employer, counselor

resume

closing paragraph

first paragraph

chronological resume