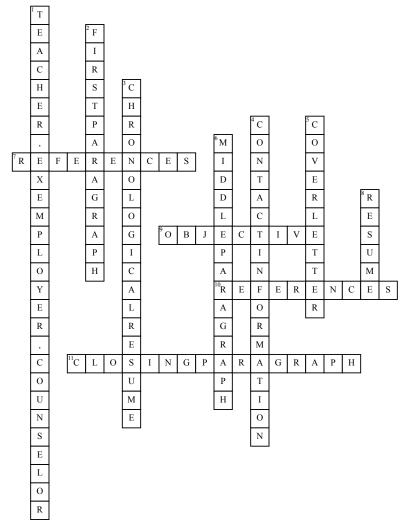
Cover Letters & Resumes



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 eployer's concenience; tells the employe you will call for his or her reation to the resume

Down

1. These make great references

- **2.** Explains the reason for writing an dposition for which you are applying
- **3.** shows the job held progress in a logical sequence toward the position seeking
- **4.** displayed t the top of the first page with name, address, phone numbers and email adress
- **5.** A brief summary of what you can contribute to the potential employer in letter form
- **6.** Indicate how youcan meet an aimployer's particular needs using tow to three qualifications
- **8.** A document that contains pwrsonal information, education, skills work experience and activities

Word Bank

cover letter resume
teacher, ex employer, counselor references
Objective Contact information
closing paragraph first paragraph

references chronological resume middle paragraph