

Chapter 6– Finding and Applying for a Job

I-Study

Sources of job leads can include networking, employment agencies, school placement centers, classified ads, and the Internet. A good way to start networking is to make a list of contacts who can help you in your job search. Placement centers can help you identify and apply for jobs. You can find classified ads and job listings in print and online publications. Employment agencies match job seekers with employers. You can find job listings and online career centers on the Internet.

Before you apply for a job, you should get a Social Security number, and you may need a work permit. You may also need a list of references and a résumé. Use standard English to complete a job application. A chronological résumé presents your experiences in reverse time order. A skills résumé highlights abilities and is used when you have few work experiences. A cover letter introduces you to an employer.

I-Quiz

1. Talking with people you know to share information and advice about jobs is called:
A. networking
B. interviewing
C. collaborating
D. temping

2. A recommendation from a contact who is part of your network is called a
A. job lead
B. referral
C. job advertisement
D. cold call

3. Information about a job that is available is called a
A. resume
B. referral
C. job lead
D. work permit

Answer Key

- 1. A**
- 2. B**
- 3. C**