

Fill-In the Blank

1. _____ is all the steps a person takes to help them get a job.
2. _____ is a brief account of a person's education, qualifications, and previous experience, typically sent with a job application.
3. _____ is a meeting of people face to face, especially for consultation or a discussion.
4. _____ is the characteristics a worker has that will help him get promotions and a better standing within his company.

Short Answer (One Sentence)

5. Name one way to advance your career.
6. What steps should you take to get a job?

Essay (4 Sentences)

7. Pick one interview question and answer it. (The question **DOES NOT** count as one of the sentences).