

VOCABULARY: JOBS

What do these words mean? Read and write.

*boss *work availability *the pay/the salary *employer *employee
*resume *cover letter *tasks

- 1) the money from a person's job.
- 2) a document that you send with your resume when applying for a job. It introduces you to the employer, explains why you are interested in the position, and highlights your qualifications and experience that make you a good fit for the job.
- 3) someone who works for a company or organization and gets paid for their work.
- 4) someone who directly manages and oversees employees' day-to-day work. He/She is usually in a position to give instructions, assign tasks, and provide feedback.
- 5) the specific activities that someone is responsible for in their job.
- 6) a person or company that hires people to work for them.
- 7) the times and days an employee is able to work.
- 8) a document that summarizes your work experience, education, skills, and achievements.