

## VOCABULARY OF CAREER EXERCISE

Fill in the blank with the words below

supervisor    interview    skills    apply    resume    promote    performance  
review    workload    freelancer    collaborate    hiring manager    working  
personal statement    accept    employee    cover    resign    training  
career counsellor    certification    start date    professional    hire    internship  
resume    internship    salary    position    job search    employer

1. A written summary of your education and work experience is called a \_\_\_\_\_.
2. The person who supervises your work and gives you guidance is your \_\_\_\_\_.
3. A \_\_\_\_\_ is a formal meeting between a job applicant and an employer.
4. The skills and knowledge you have gained through experience or education are called \_\_\_\_\_.
5. To \_\_\_\_\_ means to formally apply for a job.
6. A \_\_\_\_\_ is a temporary work position, often during school or training.
7. The amount of money you earn from your job is called your \_\_\_\_\_.
8. A \_\_\_\_\_ is a position of employment within a company or organization.
9. \_\_\_\_\_ is the process of looking for a job.
10. The \_\_\_\_\_ is the person or company offering the job.
11. A \_\_\_\_\_ letter accompanies your resume to introduce yourself to an employer.
12. To \_\_\_\_\_ means to leave your job voluntarily.
13. \_\_\_\_\_ refers to the ongoing process of learning new skills for your career.
14. A \_\_\_\_\_ is a person who helps you find a job by providing advice and contacts.
15. A \_\_\_\_\_ is a professional certification or qualification in a specific field.
16. The \_\_\_\_\_ is the person responsible for hiring new employees.
17. \_\_\_\_\_ time is the period you work, usually measured in hours per week.
18. A \_\_\_\_\_ is a written statement about your strengths and achievements.
19. To \_\_\_\_\_ a job means to be offered and accept a position.
20. \_\_\_\_\_ benefits include health insurance, retirement plans, and paid leave.
21. The \_\_\_\_\_ is the day you start working at a new job.
22. A \_\_\_\_\_ is a job that requires special training and education.
23. To \_\_\_\_\_ means to give someone a job.

24. \_\_\_\_\_ experience is the work experience you gain before graduating.
25. A \_\_\_\_\_ is an official record of your past jobs and education.
26. To \_\_\_\_\_ means to increase your job responsibilities or position.
27. A \_\_\_\_\_ is a regular meeting to discuss your performance at work.
28. \_\_\_\_\_ is the amount of work you are expected to do.
29. A \_\_\_\_\_ is a person who works independently rather than for a company.
30. To \_\_\_\_\_ means to work together with others to achieve a goal.