

Job-hunting Vocabulary

1. Fill in the boxes below with the vocabulary that corresponds with each category:

Part-time Full-time Marketing director / assistant Certificate Diploma Secretary Organized Bilingual/Multilingual Sales associate Experience with X Bachelor of Sciences (B.S.)	CEO / Director undergraduate / graduate student Hospitality worker Temporary X hours per week (X/wk) X hours per day (X/day) Dependable Words Per Minute (WPM) Teacher Banking associate / Teller Bachelor of Arts (B.A.)	High school University Medical assistant Professor Receptionist Graduate / Graduated Hard-working Systems / Technology Proficient at X Technical school Office assistant
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Availability

Example: *Part-time*

Work Experience

Example: *Professor*

Educational background

Example: *University*

Skills

Example: *Experience with X*



2. Think of a specific job that **interests you**. Which field is it in (example: marketing)? What educational background, experience and skills are required? What are the possible job duties for this position (example: answer multi-line telephone, provide customer service, etc.)? **Write down the vocabulary that is specific to your job of interest in the space provided.** You may need to look up vocabulary using a dictionary and/or ask your teacher and fellow students.

Field	Availability	Work Experience	Educational background	Skills	Job duties

3. Now it's time to go job-hunting! Using the resources and websites provided by your teacher, search for a job you are interested in. Read the job postings: Do you meet the requirements? Can you perform the job duties? Find three job postings that you like. List the **job title** and **where you found the position** (i.e. Craigslist, Monster.com) here:

a. *Example: Medical receptionist ; craigslist.org*

b. _____

c. _____

d. _____

4. Pick **one** of the three jobs you listed above and provide the following information:

What is the field? (e.g. <i>Medical</i>)	What is the required availability? (e.g. <i>full-time position</i>)	What is the required work experience?	What is the required educational background?	What skills are required and what skills are preferred?	What are the required job duties?
				Required: Preferred:	

5. Why did you choose the above job? Why does it interest you?

