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| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Employability Skills

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| **Across****1.** Indeed and Careebuilder are examples of \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**6.** Even if you had a bad experience, you should never speak \_\_\_\_\_\_\_\_about past employers or managers**7.** You should always maintain good eye \_\_\_\_\_\_\_\_\_\_**11.** How many years should a resume go back?**14.** What is the most popular type of resume?**16.** When doing a video interview, you should always look at the \_\_\_\_\_\_\_\_ when speaking**18.** A brief written account of educational and professional qualifications and experience prepared by the applicant for a job**19.** When asked about salary, you should always give a \_\_\_\_\_\_\_\_\_\_\_, not a specific dollar amount**20.** You should always prepare \_\_\_\_\_\_\_\_ to ask at the end of the interview**21.** You should always \_\_\_\_\_\_\_\_ the company before the interview and know 2-3 facts about the organization | **Down****2.** Being on time for work**3.** Communication, leadership and teamwork are examples of what kind of skills?**4.** 80% of all jobs are found through \_\_\_\_\_\_\_\_\_?**5.** Most job boards will allow you to search by \_\_\_\_\_\_\_\_\_\_\_ to find jobs**8.** Serves as an official introduction and is a place to sell your skills and interest in a position**9.** What type of resume does not include any dates?**10.** A person who will give a favorable report of a job applicant to an employer**12.** At the end of the interview, you should always \_\_\_\_\_\_\_\_the person for their time**13.** How many references should you have?**15.** A formal meeting between an employer and job applicant about a job opening**17.** The type of interview where a person is interviewed by several people at one time |

   Ten       Chronological       Functional       Resume       Networking       job boards       Cover Letter       Three       transferable       punctual       Interview       Reference       Contact       Range       negatively       Research       Thank       Camera       Questions       Panel       keywords