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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