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Job Leads

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| **Across**  **3.** Using personal contacts to find a job.  **6.** Information about a specific job opening.  **7.** A form used to list personal information, such as your address, phone number, and Social Security number.  **9.** A written summary of a job seeker's work experience, education , skills and interests.  **10.** A resume focusing on workplace skills and giving examples of how you have used the skills. | **Down**  **1.** A resume in which the information is organized by work experience in reverse time order  **2.** Pay or any additional benefits that an employer offers.  **4.** A person a potential employer employer can contact to learn more about you.  **5.** A letter telling an employer that you are applying for a position with the company.  **8.** A collection of work samples that demonstrates your skills. |