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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. |