

Career Prep Vocabulary

Lesson

An occupation or
profession usually
requiring special
training

Career

Capacity for learning, reasoning, & understanding

Intelligence

Skills required to be successful in careers & in life

Life Skill

Description of personal, educational, & professional qualifications for a job

Resume

Letter sent with a
resume to an
employer asking for
a job interview

Cover Letter

- Focuses on task
- Continues to try despite frustrations, distractions & obstacles
- Attends to detail

Perseverance

Person who
recommends you
for a job

Reference

Something sent with
a letter

Enclosure

- **Accesses information efficiently & effectively**
- **Uses & cares for materials, equipment & facilities**
- **Share materials when appropriate**

Resource Management

- Prioritizes tasks & completes work
- Monitors & adjusts work plan when necessary
- Uses time & space efficiently
- Meets deadlines

Time Management

- **Contributes with ideas, suggestions & effort**
- **Collaborates with a variety of people**
- **Does not distract learning of others**
- **Manages conflict when it arises**

Teamwork

Read to find errors to
be corrected

Proofread