

CHAPTER 18 CONCEPT REVIEW WORKSHEET

Your Name _____

SELLING YOURSELF TO EMPLOYERS

1. The particular aspects of your skills and accomplishments that best suit a prospective employer's needs are highlighted in _____ .
2. You should build your cover letter around your most important attributes, which become your _____ .
3. Identify the two types of cover letters and explain the difference between them.

4. List the three parts of an effective cover letter.

5. You should always close your cover letter with _____ .

6. What are the two purposes of an interview?

7. Identify six types of interviews.

8. Identify the two basic types of questions that interviewers ask.

9. List six favorable traits that interviewers appreciate.

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10. What are six traits that make an unfavorable impression on interviewers?

11. After the interview is over, you can show that you know proper business etiquette and can also keep your name before the interviewer by sending _____ .

12. When you compose an acceptance message, what are the three steps you should follow?
