

3.04 KEY TERMS

1. **Action Verb:** A verb that shows that something is being done, a word that shows action.
2. **Chronological:** (Of a record of events) starting with the earliest and following the order in which they occurred.
3. **Competency:** The ability to do something successfully or efficiently.
4. **Cover letter:** A letter sent with, and explaining the contents of, another document (resume).
5. **Critical Thinking:** The objective analysis and evaluation of an issue in order to form a judgment.
6. **Employability Skills:** The transferable skills needed by an individual to make them 'employable'. Along with good technical understanding and subject knowledge, employers often outline a set of skills that they want from an employee.
7. **Employment Agencies:** An agency that finds employers or employees for those seeking them.
8. **Employment Leads:** Information about an open position telling you that a company is hiring - what person or company, what position they're trying to fill, what job skills and/or education are required, etc.
9. **Employment Security Commission:** For more than 50 years, your ESC has played a key role in North Carolina's economic vitality, helping employers find the staff they need to carry out their business; serving as a career resource center for workers at all skill levels and age groups; supplying labor market data to government officials, researchers and others; and providing unemployment insurance to people who lose their jobs through no fault of their own.
10. **Entrepreneur:** A person who organizes and operates a business or businesses, taking on greater than normal financial risks in order to do so.
11. **Flexibility:** Easily changed, able to change or to do different things.
12. **Follow Up Letter:** A letter sent as a follow-up to an initial letter or to a telephone call, meeting, etc.
13. **Form W-4:** Used by your employer to determine the amount of taxes to withhold from your paycheck, the W-4 Form can help you out at tax time. Here are the details. The W-4 is an Internal Revenue Service (IRS) form you complete to let your employer know how much money to withhold from your paycheck for federal taxes.
14. **Geographic Mobility:** The measure of how populations move over time. Geographic mobility, population mobility, or more simply mobility is also a statistic that measures migration within a population.
15. **Hourly Wage:** An amount of money paid each hour to compensate an employee for the amount of time he/she spends working.

16. **I-9 Form:** Employment eligibility verification form, used for verifying the identity and employment authorization of individuals hired for employment in the United States.
17. **Letter of Application:** Also known as a cover letter, is a document sent with your resume to provide additional information on your skills and experience; provides detailed information on why you are qualified for the job you are applying for.
18. **Master:** Having or showing very great skill or proficiency.
19. **Networking:** Interact with other people to exchange information and develop contacts, especially to further one's career.
20. **Pre-employment Tests:** Tests that organizations give to job applicants to help them hire employees who are productive, dependable, and low-turnover.
21. **Problem Solving:** The process of finding solutions to difficult or complex issues.
22. **Resource:** A stock or supply of money, materials, staff, and other assets that can be drawn on by a person in order to function effectively.
23. **Resume:** A brief account of a person's education, qualifications, and previous experience, typically sent with a job application.
24. **Salary:** A fixed regular payment, typically paid on a monthly or biweekly basis but often expressed as an annual sum, made by an employer to an employee, especially a professional or white-collar worker.
25. **Self-Employment:** A situation in which an individual works for himself or herself instead of working for an employer that pays a salary or a wage. A self-employed individual earns their income through conducting profitable operations from a trade or business that they operate directly.
26. **Skill Verbs:** Use these verbs to describe your skills and accomplishments when writing your resume and cover letters -- to increase the strength of your writing and make potential employers take notice!
27. **Technology Management:** The field concerned with the supervision of personnel across the technical spectrum and a wide variety of complex technological systems.