

GLOSSARY

MODULE EIGHT: A GAME PLAN FOR WORK

applicant: One who applies, as for a job.

aptitude: An inborn ability, as for learning; a talent.

benefits: Entitlements available in an employment agreement, such as medical and dental insurance.

font: A complete set of printing type of a particular style.

format: The arrangement of data for storage or display.

mentor: A wise and trusted counselor or teacher.

personnel: The body of persons employed by or active in an organization, business, or service.

prerequisite: Required or necessary as a prior condition.

qualification: A quality, an ability, or an accomplishment that makes a person suitable for a particular position or task.

reference: 1. A person who is in a position to recommend another or to guarantee his or her fitness, as for a job. 2. A statement about a person's qualifications, character, and dependability.

resume: A brief account of one's professional or work experience and qualifications, often submitted with an employment application.