

GLOSSARY

MODULE NINE: GETTING THE JOB

candidate: A person who is being considered for a certain position.

cover letter: A persuasive letter that usually accompanies a resume or other written proposal.

initiative: 1. The power or ability to begin or follow through energetically with a plan or task in an independent manner; independent action. 2. Determination.

networking: 1. The process of looking for a job by spreading the word to a wide range of people. 2. An extended group of people with similar interests or concerns who interact and remain in informal contact for mutual assistance or support.

professional: 1. Conforming to the standards of a profession. 2. Having or showing great skill; expert.

pro/con list: A list used to explain the positive and negative reasons for and against something.

qualified: Having the appropriate preparation or qualifications for an office, a position, or a task; suitable.

salutation: A word or phrase of greeting used to begin a letter.