

# GLOSSARY

**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.