An adult not related to you who can speak about your skills, qualifications and character

Self-advertisement that shows skills, experience and achievements that match the requirements of the job you want.

Someone who teaches or gives help and advice to a less experienced employee

A formal discussion; an employer assesses an applicant for a job

A letter of introduction about yourself attached to a resume explaining their suitability for a desired position

Non-wage compensation provided by employers in addition to their salary (health insurance, dental insurance, retirement fund)

A check of what a person has done in the past as part of the process to hire or not

A person who works as a trainee in an occupation to gain experience

Legally binding agreement between two or more parties that creates an obligation to perform a duty

Step into another person’s shoes for a day or week and see what life is like in that career