**Grade 12: Personal Growth**

**Activity: Career Vocabulary**

Learning Target: I can identify terms that help in understanding jobs

**Directions**

Option A:

* Students individually, or in pairs, match up the definition with the correct term.

Option B:

* Students compete to see who can figure out the correct term fastest (small of entire group)

\*For an added challenge, keep the list of terms hidden.

**Terms**

401K

Benefits

Cover Letter

Gross Pay

Human Resources

Letter of Resignation

Net Pay

Non-exempt position

Notice

References

Resume

Salary

Wage

1. A \_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_ is a single page summary of your educational background, work experience, work history, and skills.
2. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a list of names and phone numbers of people an employer can call to verify your work history.
3. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a letter you write to include with your resume when you apply for a job. It explains the job you are applying for and explains why you are qualified for the job.
4. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the amount of money you will earn each year a remains the same if you are out sick, take a vacation, or work extra hours.
5. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is your pay rate. It’s how much you earn per hour.
6. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a job where you receive an hourly wages, which means your paycheck may increase if you work overtime or decrease if you take time off.
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the amount of money you earn prior to any taxes being taken out.
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the actual amount of money on your paycheck.
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an un-taxable amount of money that is invested directly from your paycheck into funds for your retirement. This money cannot be touched without penalty until you are 65 years old.
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a form of payment that includes non-monetary items such as health insurance, dental insurance, paid vacations, paid sick time, “free” or reduced education costs, etc.
11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an office that handles personal employees matters, such as questions about benefits. This office handles the interviewing and hiring process for employees.
12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the forewarning that you will be leaving the job, but plan to remain there for a minimum of two weeks.
13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a letter you submit to your supervisor when you are certain you are leaving a job.