

Name:

Date:

Class:

Lesson 14.1

Build Your Vocabulary

As you progress through this text, develop a personal glossary of key terms. This will help you build your vocabulary and prepare you for a career. Write a definition for each of the following terms and add them to your personal glossary.

- application letter

Definition:

- benefit

Definition:

- bonus

Definition:

- company culture

Definition:

- compensation

Definition:

- compensation

Definition:

- structure

Definition:

- follow-up letter

Definition:

- human resources (HR)

Definition:

- human resources management

Definition:

- job analysis

Definition:

- job description

Definition:

- job posting

Definition:

- overtime pay

Definition:

- portfolio

Definition:

- profit sharing

Definition:

- recruiting

Definition:

- reference

Definition:

- résumé

Definition:

- stock option

Definition: