

Useful words for jobseekers

This is a list of some common words used for jobseeking. You may need to read and write these words. If you don't know the meaning of a word, look it up in a dictionary or ask a friend.

adaptable	effectively	referee
administrative	enhance	reference
applicant	independent	relationship
appropriate	initiative	relevant
champion	interpersonal	responsibilities
client	knowledge	salary
colleague	maintain	signature
consent	operate	stamina
consultation	organise	statement
coordinate	precision	summary
completion	procedure	supervision
curriculum vitae	qualities	supervisor
deductions	queries	systematic
duties	rectify	voluntary

Tips for remembering spellings

Strategy

Look for rules and patterns:

Separate the sections:

Look for insider words:

Example

complete / completion

sys / te / ma / tic

independent

supervise / supervision

Practise using words in context

Choose a word and find a way to remember the spelling. Write three sentences using the word in context.