

Module 6 Glossary

Cover Letter: a written document that is an essential component of an application package. It outlines the candidate's qualifications and interest in a position.

Curriculum Vitae (CV): the CV presents a comprehensive professional history of an individual. A CV is several pages long and it is commonly required when applying for academic positions.

Resume: a 1–2-page document that provides a concise profile of an applicant's qualifications and skills for a specific position.

Reference: a person, or the information they provide verbally or in writing, that provides information about what they know about the person, usually with respect to a job or other professional application

STAR Method: situation, Task, Action, Result - a structured approach to answering interview questions that provides a concrete example vs. generic information

Transferable skills: skills that you acquire or learn in one setting that can be applied or translated to new and different settings, environments, and activities