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PART I: READING

1. READING PASSAGE

Read the following reading passage and then do the comprehension exercises that follow.

TECHNIQUES FOR ENTERING THE JOB MARKET

1. HOW TO RESEARCH THE JOB MARKET

How do you go about researching the job market? Basically, your object is to develop a system for obtaining names of specific employers who might be offering opportunities in the area you are interested in. The process will require a concerted effort on your part. You'll need to check newspapers, trade journals, and professional publications; make personal contacts; visit an agency; talk with placement advisers and professors; make phone calls; and investigate a multitude of other avenues that can lead to job leads. The wise job candidate starts out at an early age in order to find an employer who can meet his needs.

2. PREPARING YOUR RESUME

Regardless of how you identify job openings, you must learn how to develop and use a résumé—a written summary of your personal, educational, and professional achievements. The résumé is a very personal document covering your educational background, work experience, career progression, major interests, and other personal information. It should also include basic information such as your age, address, and telephone number.

The primary purpose of a job résumé is to highlight your qualifications. In general, a résumé for a person seeking entry-level employment should be only one page long. Information in a job résumé should therefore be summarized as possible. An attractive layout will facilitate the employer's review of your qualifications.