

Use Bullets for Surefire Reader Comprehension

Suggested revisions

1. The media have given us some of their own occupational slang, like “sound bite,” but trendy clichés usually come from occupations and professions:
 - Business: bottom lines, deep pockets, downsizing
 - Military: bite the bullet, in the trenches, breakthrough, flak
 - Engineering: parameters, state of the art, leading edge, reinventing the wheel
 - Athletics: team players, ballpark figures, level playing field, track records
 - Politics: charisma, spin doctors, bandwagons, momentum
 - Self-help movement: self-actualizing, holistic, meaningful, one day at a time, wellness
2. Unadvertised or “hidden” jobs may make up as much as 80-85% of unfilled openings, according to Fred Coon, a licensed employment agent. To uncover hidden jobs, Coon offers some tips:
 - Join industry groups. Associations, chambers of commerce, or Toastmasters are great ways to make contacts before you need them.
 - Talk to insiders. Insights from those already in the industry can help you learn how to best chart your career path.
 - Search company websites. Many companies only post openings on their corporate websites.