

## Common Job Advert Abbreviations

ad	advertisement
appt	appointment
ASAP	as soon as possible
asst	assistant
Attn	attention
bens	benefits (in addition to a salary, such as a company pension scheme)
bus	business
cert	certificate
CL	cover letter
CV	curriculum vitae
dept	department
DOE	depends on experience
doc	document
encl / enc	enclosed / enclosure (written at the bottom of a cover letter, example: "Encl. CV")
essent	essential
exp	experience(d)
FAO	for the attention of
FAQ	frequently asked questions
FT	full-time
hrs	hours / hours per week
HR	Human Resources

jr	junior
k (£20k)	thousand (£20,000)
loc	location
mgr	manager
nec	necessary
neg	negotiable (for example, some salaries may be negotiable)
on spec	on speculation
O.T.E	on target earnings – (usually if working on commission)
p.a.	per annum/ per year
PA	Personal Assistant (assistant to a manager)
p/t / PT	part-time
perm	permanent (position)
ph	Per hour
pw	Per week
Pro Rata	Proportion (of what you would earn if working full time)
pref	preferable
ref	reference
Req'd	required
sal	salary
snr	senior
temp	temporary