

Common Abbreviations

AP	accounts payable	K	thousand
AR	accounts receivable		
ASE	Automotive Service Excellence	lic.	license
adv.	advanced/advancement		
acct.	accountant	max.	maximum
aft.	afternoon	mfg.	manufacturer
agcy.	agency	min.	minimum
appt.	appointment	mo.	month
asst.	assistant		
avail.	available	NFP	not-for-profit
		nec.	necessary
ben/bnfts.	benefits	nt./nts.	night/nights
bet.	between		
bkpr.	bookkeeper	OTR	over-the-road
bldg.	building	oper.	operation
bus.	business	oppty.	opportunity
		org.	organization
CDL	Commercial Driver's License		
CNA	Certified Nurse Assistant	P/T	part-time
cert.	certificate/certification	pd.	paid
clk.	clerk	perm.	permanent
co.	company	pkg.	package
comm.	commission	pos.	position
comp.comparable		pref.	preferred
		prof.	professional
DL	Driver's License		
DOE	depends on experience	RV	recreational vehicle
diff.	differential	ref./refs.	reference/references
		req.	required
EOE	Equal Opportunity Employer		
empl.	employment/employer	SPM	strokes per minute
exp.	experience	sal.	salary
eve.	evening	sched.	schedule
F/T	full-time	transp.	transportation
flex.	flexible		
		utils.	utilities
GL	general ledger		
GED	General Equivalency Diploma	w/	with
guar.	guaranteed	w/o	without
		WPM	words per minute
hr.	hour	wk./wks.	week/weeks
		wkend.	weekend
inc.	incentive		
incl.	included	yr./yrs.	year/years
immed.	immediately		
ins.	insurance	401K	a retirement plan