
Instructions: read the resume and then identify the missing parts by dragging and dropping the correct answers where the * is located.

*

CEO of Business Admin for Agricorp

*

(123) 456-7890
email@emailmail.com

*

I can answer phones
I can keep a conversation going
I can be professional
I work very good in groups

*

Clovis Community College, Clovis, NM - *Teacher*

June 2018 - PRESENT

- Teach college classes
- Keep track of student data
- Part- time and Full Time

Dr. Doctor's Office, Clovis, NM - *Secretary*

January 2015 - September 2019

- Take phone calls
- Track appointments
- Send bills and receive payments

The Only Stinkin Restaurant in Town, Portales, NM - *Server*

August 2012 – December 2014

- Wait tables
- Take orders

-
- Clean tables, dishes, floors, etc.

*

O Happy Days University, Lambston, IL - Education

August 2016 - May 2018

Graduated Magna Cum Laude with a Bachelor's degree in higher education methods and instruction.

Gotta Start Somewhere Community College, Right Here, AR –

Basic ED

August 2013 - May 2016

Graduated with distinctive honors with an associate's degree in Basic Education for College Students.

*

Former Boss:

Jimmy Lou Who

(266) 855-0710.

7817 Forest Drive

Bettendorf, IA 52722

Professor:

Hey Y'all Smurf

(995) 565-4039.

7943 Manhattan Street

Millington, TN 38053

Your Name	References	450 Lakewood Blvd. Clovis, NM 94070
Skills	Education	Work Experience