

Lesson 9. The Resume



A. Match the resume sections with its definition.

History of past jobs and responsibilities

Professional Summary

Specific abilities the candidate has.

Work Experience

Academic degrees, schools, and certifications.

Education

Quick introduction to who the candidate is.

Skills

B. complete the sentences using the work experience words

1. I _____ as a cashier at a local supermarket for two years.
2. She _____ a new software system that improved company efficiency by 20%.
3. Last year, he _____ a team of five graphic designers on a major marketing project.
4. They _____ clients with their questions and resolved complaints daily.
5. We _____ a new training program to help new employees learn faster.
6. The supervisor _____ the budget and scheduled all the weekly shifts.