

Lesson **E** Writing

Complete the sentences.

interests

children

experience

details
business

license

personal

address

1. In my country, resumes don't include _____ information like birth date.
2. You should include a few important _____ about your work experience.
3. Make sure your email _____ is correct on your resume.
4. Do you have any work _____?
5. Cesar has a _____ degree from New York University.
6. Have you worked with _____?
7. She got her driver's _____ in December.
8. What are your other _____?

B Circle five spelling mistakes and five mistakes with capital letters in this description.

Hello. My name is Silvia Marquez. I'm from Guadalajara, mexico. I graduted from the University of guadalajara last Year. I studied busines and english. I have Work Experience in the financial aid office of the unversity. I have excellent computer skills. My Interests are horses and cooking.



Find the five spelling mistakes and five mistakes with capital letters in this resume.

Juliana Sousa

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Education

2018–Present	MA, Busieness Administration and management, University of Miami
2014–2017	BA, English and Finance

Work Experience

June 2017–Jun 2018	Junior Financial Analyst, GreenSource investments
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Skills

Languages: Portuguese, English, Spanish
computers: Word, Excel, PowerPoint
Florida driver's licenze

Interests

Member of Saving the Waves, a local environmental Group. Volunteer at the Childern's Hopsital.

Reference

Dr. Eleanor Matsuzuki, Professor of Business Studies, University of Miami