

Name: _____ Date: _____ Grade: _____

Resume



Read each statement or question. Then click on the line and select the best possible answer to make each statement or question correct

1. A resume is a _____ document that tells an employer about your skills, work history and education.
2. The main purpose is to grab the _____ attention and get you an interview.
3. You should be honest. _____
4. Have references ready to send if the employer asks for them. _____
5. It is ok to use script fonts. _____
6. You can include a picture of yourself so that the employer can identify you. _____
7. Personal information such as age, weight and race can be included. _____
8. Spelling is important have someone proof read your resume to ensure there are no spelling errors. _____
9. The Resume have _____ parts.
10. The Contact information, Professional Summary, Work Experience, Key Skills, Education and Personal facts are all key parts of the resume. _____
11. Match the part of the resume with the definition.

Education	Describe what you are good at like multitasking or Problem solving.
Key Skills	List places you have work before and what were your duties on your previous job
Contact information,	State certifications, degrees, GPA and if you are on the honor role
Professional Summary	Name address and Phone numbers
Work Experience	What is it that your life goal professionally. How can you help the company grow