Activity 4:

Match different parts of a resume with their description. After you finish, check our answers with a partner.

References	Personal Information		Summary of Skills
Experience	Activities	Objective	Education

1. A list of special activities, organizations you have participated in including dates of participation.

   _____

2. A list of names of people who you have worked with. Usually, it is provided if requested after the interview. _____

3. An outline of your degrees, diplomas and certificates. Mention the dates, the name of the institution and the year you graduated. _____

4. Your past employers, dates of employment and your job title. Include duties performed and responsibilities. _____

5. Your full name and personal information such as address phone number and email address. _____

6. Your special skills or talents. Mention the skills that are specific to the job you're applying for. _____

7. Your career goals and why you're applying for the job. If you want. _____

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