Write the appropriate word from the box next to each definition.

resume	hire	skills
Reliable transportation	**job title**	**job duties**

1. _____ give someone a job
2. _____ a name that describes someone's job or position.
3. _____ a way to travel that always works
4. _____ document with work experience, contact information, education, skills
5. _____ abilities, things you can do
6. _____ The tasks or activities you do at a job

Fill in the blank with the appropriate word from above.

1. Wegman's hired Joe to work full-time. His new _____ is Store Manager.

2. Bring your _____ to the interview. Make sure it has your email address and phone number.

3. A cashier's _____ include counting money and helping customers.

4. You must have _____ to go to work on time every day.

LIVEWORKSHEETS