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Instructions: read the resume and then identify the missing parts by dragging and dropping the correct answers where the \* is located.

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CEO of Business Admin for Agricorp

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(123) 456-7890  
email@emailmail.com

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I can answer phones  
I can keep a conversation going  
I can be professional  
I work very good in groups

\*

**Clovis Community College, Clovis, NM** - *Teacher*

June 2018 - PRESENT

- Teach college classes
- Keep track of student data
- Part- time and Full Time

**Dr. Doctor's Office, Clovis, NM** - *Secretary*

January 2015 - September 2019

- Take phone calls
- Track appointments
- Send bills and receive payments

**The Only Stinkin Restaurant in Town, Portales, NM** - *Server*

August 2012 – December 2014

- Wait tables
- Take orders

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- Clean tables, dishes, floors, etc.

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**O Happy Days University, Lambston, IL - Education**

August 2016 - May 2018

Graduated Magna Cum Laude with a Bachelor's degree in higher education methods and instruction.

**Gotta Start Somewhere Community College, Right Here, AR –  
Basic ED**

August 2013 - May 2016

Graduated with distinctive honors with an associate's degree in Basic Education for College Students.

\*

**Former Boss:**

Jimmy Lou Who  
(266) 855-0710.  
7817 Forest Drive  
Bettendorf, IA 52722

**Professor:**

Hey Y'all Smurf  
(995) 565-4039.  
7943 Manhattan Street  
Millington, TN 38053

|           |            |                                        |
|-----------|------------|----------------------------------------|
| Your Name | References | 450 Lakewood Blvd.<br>Clovis, NM 94070 |
| Skills    | Education  | Work Experience                        |