

## *Developing a Resume*



Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **MATCHING**

Directions: Match the word to the correct definition.

- |       |                                               |                                                              |
|-------|-----------------------------------------------|--------------------------------------------------------------|
| 1     | <input type="checkbox"/> Career Goals         | A. list of the schools you have attended                     |
| 2     | <input type="checkbox"/> Resume               | B. A list of your jobs                                       |
| 3     | <input type="checkbox"/> Education            | C. A summary of your personal information                    |
| 4     | <input type="checkbox"/> Work History         | D. What type of job you would like to be doing in the future |
| <hr/> |                                               |                                                              |
| 1     | <input type="checkbox"/> Summary              | A. What type of person you are                               |
| 2     | <input type="checkbox"/> References           | B. A short list covering the main points                     |
| 3     | <input type="checkbox"/> Personal Information | C. A list of people who will say a good word about you       |
| 4     | <input type="checkbox"/> Character            | D. Your name, address and phone number                       |