Developing a Resume



Name: _____ Date: _____

MATCHING

Directions: Match the word to the correct definition.

1	____ Career Goals	A. list of the schools you have attended
2	____ Resume	B. A list of your jobs
3	____ Education	C. A summary of your personal information
4	____ Work History	D. What type of job you would like to be doing in the future

1	____ Summary	A. What type of person you are
2	____ References	B. A short list covering the main points
3	____ Personal Information	C. A list of people who will say a good word about you
4	____ Character	D. Your name, address and phone number

LIVEWORKSHEETS