

Developing a Resume



Name: _____

Date: _____

MATCHING

Directions: Match the word to the correct definition.

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|---------------------|--|
| 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 |
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- | | |
|-----------------------------|--|
| 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 |