

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 |