Résumés, Portfolios and Interview Skills Quiz (Key)

Fill in the blanks with the correct terms for the definitions.

1. A brief history of a person's education, work experience and other qualifications.  
   _________________________ Résumé

2. A document sent with your resume to provide additional information on your skills and experience.  
   _________________________ Cover letter

3. A formal meeting between two or more people.  
   _________________________ Interview

4. A list of the sections of a book or document organized in the order in which the sections appear.  
   _________________________ Table of contents

5. A one sentence explanation of the type of job you are seeking. It should be fairly specific. If you are uncertain about specific positions available, note your areas of interest.  
   _________________________ Objective

6. A permit from an authority to do a particular thing or carry on a trade.  
   _________________________ Licenses and/or certificates

7. A prize or other mark of recognition given in honor of an achievement.  
   _________________________ Awards

8. An inventory of the courses taken and grades earned of a student throughout a course.  
   _________________________ Transcripts

9. Schools attended. Be sure to specify dates of attendance. You may also list classes that might contribute to your employability.  
   _________________________ Education

10. Consists of a positive attitude toward yourself and others.  
    _________________________ Friendliness

11. Documentation of community service/volunteer hours.  
    _________________________ Service Learning/Volunteer Log

12. Examples of your best work specifically related to the job you seek.  
    _________________________ Portfolio

13. General skills required for success in the labor market at all employment levels and for all sectors.  
    _________________________ Employability skills

    _________________________ Honors
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15. Includes previous employers, dates of employment and your job title. Be sure to include duties performed and responsibilities.
   __________________________ Experience

16. Includes cooperation, the ability to work with others and commitment to a team and its members.
   __________________________ Teamwork

17. Includes your formal name (not nickname) and personal information such as address, phone number and email address.
   __________________________ Heading

18. It is a paid position of regular employment.
   __________________________ Job

19. List any special activities, clubs, organization or service learning you have participated in. Include dates of participation.
   __________________________ Activities

20. Make sure to ask permission before you include anyone. Two or three are usually sufficient.
   __________________________ References

21. The ability to make changes to match new situations.
   __________________________ Adaptability

   __________________________ Employment evaluations

23. The inner urge to achieve your goals.
   __________________________ Self-motivation

24. The object of a person's ambition or effort; an aim or desired result.
   __________________________ Goals and plans for the future

25. The writer assesses the qualities, characteristics and capabilities of the person being recommended in terms of that individual's ability to perform a particular task or function.
   __________________________ Letters of recommendation
## Résumés, Portfolios and Interview Skills Quiz (Key)

### Word Bank

<table>
<thead>
<tr>
<th>Activities</th>
<th>Adaptability</th>
<th>Awards</th>
<th>Cover letter</th>
<th>Education</th>
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<td>Employment</td>
<td>Experience</td>
<td>Friendliness</td>
<td>Goals and plans for the future</td>
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<td>Letters of recommendation</td>
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<td>Objective</td>
<td>Portfolio</td>
<td>References</td>
<td>Résumé</td>
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<tr>
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<td>Service</td>
<td>Table of</td>
<td>Teamwork</td>
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<td>learning/volunteer log</td>
<td>contents</td>
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