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
14. Include awards, certifications and achievements. __________________________________________ 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
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Word Bank

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<thead>
<tr>
<th>Activities</th>
<th>Adaptablety</th>
<th>Awards</th>
<th>Cover letter</th>
<th>Education</th>
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