

Résumés, Portfolios and Interview Skills Quiz

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.

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

3. A formal meeting between two or more people.

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

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.

6. A permit from an authority to do a particular thing or carry on a trade.

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

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

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

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

11. Documentation of community service/volunteer hours.

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

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

14. Include awards, certifications and achievements.

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

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

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

18. It is a paid position of regular employment.

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

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

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

22. The assessment and review of a worker's job performance.

23. The inner urge to achieve your goals.

24. The object of a person's ambition or effort; an aim or desired result.

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.

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Word Bank

Activities	Adaptability	Awards	Cover letter	Education
Employability skills	Employment evaluations	Experience	Friendliness	Goals and plans for the future
Heading	Honors	Interview	Job	Letters of recommendation
Licenses and/or certificates	Objective	Portfolio	References	Résumé
Self-motivation	Service learning/volunteer log	Table of contents	Teamwork	Transcripts