

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**

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

_____ **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

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