

Kovach\_Communications 2<sup>nd</sup> Period\_Off-Site Learning Packet Day 2

Name \_\_\_\_\_

PART 1

Directions: Use the given words in the word bank to complete the sentences. You may write your answers on a separate document for this assignment.

WORD BANK

Career goals  
Community activities  
Education  
Employment experience  
Extracurricular activities  
Personal information  
References  
Resume  
Volunteer

1. The \_\_\_\_\_ section of your resume includes all full-time and part-time jobs you have had.
2. \_\_\_\_\_ are the names, addresses, and phone numbers of people who can describe your ability to do the job.
3. The school from which you graduated would appear under the heading \_\_\_\_\_.
4. Your name, address, telephone number, and e-mail address are \_\_\_\_\_  
\_\_\_\_\_.
5. \_\_\_\_\_ are the school clubs and other high school activities you have joined.
6. When you apply for a job, you send a \_\_\_\_\_, or summary of your qualifications.
7. You \_\_\_\_\_ are what you hope to do in the future.

8. The groups or clubs that you join in your town appear under the heading \_\_\_\_\_  
\_\_\_\_\_.
9. A \_\_\_\_\_ is a person who does a job without getting paid.

## PART 2

### TRUE/FALSE

10. A recent high school graduate should probably list work experience before education.
11. The order of the items in a resume depends upon the job that the person wants.
12. You may leave your address and phone number out of your resume.
13. An experienced person should probably list work experiences near the beginning of a resume.
14. You should use a relative as a reference.

## PART 3

### Multiple Choice

15. Which of the following would not be considered an extracurricular activity?
- A. School band      B. Student government      C. Math class
16. Which of the following is a good way to order employment experience information in your resume?
- A. Most recent first      B. Alphabetical order      C. Order of increasing salary