

## Résumés, Portfolios and Interview Skills Quiz

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