

Mix-n-Match: Parts of a Resume

Directions: cut the following cards out and flip them over. Scramble the cards and reassemble with the correct definition or play a game of mix-n-match.

Career Goals

The type of job you would like to be doing in the future

Resume

A summary of your personal information

Education

A list of schools you have attended

Work Experience

A list of jobs you have had

Summary	A short list covering the main points
References	A list of people who will say a good word about you
Personal Information	Your name, address, and phone number
Hobbies	What you enjoy doing

Character	What type of person you are
Career Objective	Statement describing career interests and goals; should show a reviewer what the applicant hopes to achieve through a position
Extra-Curricular Activities	Activities that include volunteer work, mandatory, non-paying, social, and philanthropic as opposed to scholastic, and often involve others of the same age.
Specialized Skills	The unique knowledge and abilities needed for specific occupations

Qualifications

An abilities, characteristics or experiences that makes you suitable for a particular job or activity

Relevant

Closely connected or appropriate to the matter at hand

Supervisor

A person who stands over or above someone in rank; a manager in charge of someone else

Chronological Order

List of experience, education, or extracurricular activities in reverse order – beginning with the most recent job first