

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Period: \_\_\_\_\_

## 9.3 Lesson Review

1. Filling out a job application form should be your first job task. A. False
2. Many career experts suggest not including a career objective on your resume. B. True
3. References should always be included at the end of your resume C. Use a simple Format
4. A summary of your important job job related information is called a \_\_\_\_\_. D. Qualification
5. Generally you should try to limit your resume to \_\_\_\_\_. E. Portfolio
6. What should not be placed in the personal information section F. Personal data sheet
7. When posting your resume online or sending it by email you should \_\_\_\_\_. G. Targeted
8. A(n) \_\_\_\_\_ based resume highlights your abilities and experiences related to the job you are applying for. H. True
9. A(n) career \_\_\_\_\_ provides tangible evidence of your abilities and skills; it might include a sample of work you have done on previous jobs. I. One page
10. A kind of combined resume and cover letter that provides a quick summary of your abilities to meet the needs of an organization is called a(n) \_\_\_\_\_ application form J. School attended