

CHAPTER 17 CONCEPT REVIEW WORKSHEET

Your Name _____

STARTING THE EMPLOYMENT PROCESS

1. In preparing your self-appraisal inventory, what are six different types of information you should include?

2. Identify four ways to access information about potential jobs.

3. What are the four parts that all résumés usually contain?

4. List and identify the distinctions between the three styles used for résumés.

5. Which style of résumé is effective if you have extensive experience and are seeking a position outside your industry or have gaps in your employment history?

6. Which style of résumé is effective for entry-level job seekers or for professionals who want to highlight their industry specific job progression?

7. Which style of résumé may be perceived as too general?

8. Which style of résumé is effective when both skills and work experience need to be emphasized?
