

**GRADE 10 CAREER STUDIES:  
WHAT YOU NEED TO KNOW FOR  
RESUME/COVER LETTER/INTERVIEWS QUIZ!**

- Essential parts of a resume (sections, headings, information) & resume formatting
- Resume do's and don'ts
- Difference between chronological and skills based resumes
- Parts of a cover letter (how to address it, paragraph sections, information to be included)
- Your rights during an interview or when filling out a job application
- Interview do's and don'ts (tips for successful interviews)
- Tips for filling out job applications
- 4 Stages of an Interview (see Powerpoint on Weebly)
- Common reasons employers reject applicants following an interview (Powerpoint)