A. Underline the correct word in each sentence.

1. His *skills / nationality* include typing, problem-solving, and project management.

2. You don't need to include *qualifications / miscellaneous* details such as religion and marital status.

3. Gary is *bilingual / native language*. He speaks English and French fluently.

4. I always tailor my resume *interest / objective* to the position I am applying for.

5. I saw that the candidate's *experience / interests* included surfing and climbing.

B. Complete the sentences using words from the box.

background   date of birth   fluent   experience   challenges
training   nationality   reference   cover letter   contact number

1. Don't forget to write your area code next to your ……………………………………

2. They asked me if I'd had to overcome any …………………………………… in any of my previous jobs.

3. Tom is …………………………………… in Japanese because he lived there for 12 years.

4. His …………………………………… is Greek. He has lived there all his life.

5. Jim has had a lot of …………………………………… working in the retail industry.

6. I listed my previous employer as a …………………………………… on my CV.

7. His …………………………………… is March 12th, 2001.

8. The company provides …………………………………… for all its new employees.

9. I sent the company a …………………………………… along with my CV.

10. Although his …………………………………… is in marketing, he's applying for an administrative role.

C. Match the sentence halves with their endings, underlining the correct word.

1. Jan is from the Netherlands, so his …………   a. *skills / address* on my resume.

2. Tom retired last year after a 40-year …………   b. *qualifications / fluent* were impressive.

3. I listed my previous jobs under the heading: …………   c. *career / reference* in the military.

4. Although he lacked experience, his …………   d. *career / native language* is Dutch.

5. After moving house, I had to update my …………   e. *qualifications / work history*.

More on this topic at: eclub.to/rv

Exercise A

1. skills

2. miscellaneous

3. bilingual

4. objective

5. interests

Exercise B

1. contact number

2. challenges

3. fluent

4. nationality

5. experience

6. reference

7. date of birth

8. training

9. cover letter

10. background

Exercise C

1. d, native language

2. c, career

3. e, work history

4. b, qualifications

5. a, address