Name: Date:

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| CLB 3: Reading- Resume 1 |

**Instructions:** Look at the resume below. Use your highlighter and highlight the information your instructor reads.

e.g.) Highlight the applicant’s email address

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| **Elizabeth Clark** #326, 4911 16 Ave. SE Calgary, AB T2A 0P1(403)173-5432elizabeth.clark432@gmail.com**Skills and Abilities*** 1 year of experience
* Excellent communication skills
* Organizational skills

**Employment History*** **ABC Auto Repair Centre,** Automotive Mechanic **Dec. 2018 – Dec. 2019**
	+ Responsible for repairing or replacing mechanical parts

**Education and Certificates*** Automotive Service Technician Journeyman Certificate from NAIT, Edmonton, Alberta
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**Instructions:** Read the resume again. Answer the questions below.

Q1. What is the applicant’s last name?

Q2. Where does the applicant live? Choose the correct answer.

1. on 17th Avenue
2. in an apartment
3. in Athabasca

Q3. What is the applicant’s phone number?

Q4. Where did the applicant work before?

Q5. What was the applicant’s job title?

Q6. How long did the applicant work in the last job? Choose the correct answer.

1. December
2. one year
3. 2018

Q7. Where did the applicant receive education? Choose the correct answer.

1. in Calgary
2. at NAIT
3. at ABC Auto Repair Centre

Q8. What is true about the applicant? Choose the correct answer.

1. She was responsible for customer service
2. Her phone number is (403)137-5432
3. She is organized

Q9. Where is NAIT? Choose the correct answer.

1. in Calgary
2. in Edmonton
3. in Lethbridge

Q10. What does **Ave.** mean?

Q11. An auto repair shop has a sign saying “Now Hiring. **Apply within**.” What will you do? Choose the correct answer.

1. Go to the shop’s website and apply online
2. Go inside the shop and give your application
3. Apply for citizenship within Canada