

CHAPTER

15

Self-Assessment

Take a moment to review what you have learned in this chapter. Rank your understanding of the topics below.

- 4** means, "I understand all of this."
- 3** means, "I understand some of this."
- 2** means, "I understand very little of this."
- 1** means, "I don't remember this."

To use a printout of this chart, go to digicom.glencoe.com and click on **Chapter 15, Self-Assessment**.
Or:
Ask your teacher for a personal copy.

Rank Your Understanding

Lesson	Topic	4	3	2	1
15.1	• Name two résumé formats				
	• Explain what makes a résumé effective				
	• List important factors about electronic résumés				
	• Describe the parts of a cover letter				
	• List reasons to use a skills résumé				
15.2	• How to search for jobs				
	• How to find jobs online				
	• Describe the information given in online job postings				
15.3	• How to fill out job application forms				
	• Explain what a reference is				
	• Give three examples of legal information on job application forms				
	• List examples of disclaimers				
15.4	• How to organize your job search				
	• List the information you would collect about potential employers				
	• How to research companies to prepare for an interview				
15.5	• List four characteristics or skills you already have that are useful for interviews				
	• List what you need to do to prepare for an interview				
	• Give examples of interview techniques				
	• Explain the parts of a thank-you letter to send after an interview				

If you ranked all topics 4, congratulations! Consider doing a quick review.
 If you ranked yourself 3 or lower in any topic, consider reviewing these topics first.