

Name _____

SHORT ANSWER. Write the word or phrase that best completes each statement or answers the question.

1) What facts should be included on the resume?

2) What are five interviewing tips?

3) What is the difference between gross pay and net pay?

4) What taxes are usually withheld from a paycheck?

5) What are five duties of a shop owner?

Answer Key

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1) The facts included on a resume are all personal information, such as address and contact information, but no information that would indicate the age or race of the person.

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2) The five interviewing tips include:

- a. Wear shoes that are not sneakers
- b. Wear slacks, not jeans
- c. Wear a shirt with a collar
- d. Be clean shaven or have mustache or beard neatly trimmed
- e. Have clean hair

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3) Gross pay is the amount of money earned before deductions. Net pay is the amount of money left after deductions have been removed from the gross amount.

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4) Taxes that are usually taken out of the gross amount include federal income tax, FCIA (Social Security), state and local taxes (if applicable).

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5) The five duties of a shop owner include:

- a. Handling customers and employees
- b. Ordering and paying for supplies and shop equipment
- c. Bookkeeping, including payroll
- d. Paying rent and utilities for the shop
- e. Creating and paying for advertising

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