

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?

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2) What are five interviewing tips?

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3) What are five duties of a shop owner?

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

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5) What taxes are usually withheld from a paycheck?

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## Answer Key

Testname: INTRO\_SHORT3

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) 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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4) 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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5) 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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