***CO-OP 120 TEST Outline***

**Define Resume**

**5 common resume faults**

**3 styles of resumes and define each**

**Define Interview**

**Discuss the 4 stages of the interview**

**List 4 common interview blunders**

**Define Cover Letter**

**What are the 5 golden rules of cover letters**

**What are 5 hints for preparing cover letters**

**Who developed a classification system of needs**

**Draw and label the hierarchy of needs.**

**Match WHMIS symbols**