

Name: _____

Resume Quiz

Part I: Multiple Choice

1. What is a resume?
 - a. Love Story
 - b. Self-marketing tool
 - c. Job application

2. What is the purpose of a resume?
 - a. To get you a job
 - b. To get you an interview
 - c. To get you a date

3. How many different resumes should you have?
 - a. One resume for each unique type of job for which you are applying
 - b. Just one
 - c. Four

4. What is more important on a resume?
 - a. Your references
 - b. Your skill set
 - c. Where you live

5. How long does an employer scan a resume?
 - a. 5 minutes
 - b. 2 minutes
 - c. Less than 1 minute

6. What is the resume objective statement?
 - a. Job target
 - b. Job offer
 - c. Job Salary

7. Who is the best person to write your resume?
 - a. A commercial resume service
 - b. You
 - c. Your parents

8. How many revisions does a great resume go through?
 - a. 25
 - b. As many as it takes to make it perfect
 - c. 1

9. Which of the three items below should NOT be on the resume?
- Your skills and accomplishments
 - Your address
 - Your hair color
10. Why is writing your own resume important?
- You will do much better when interviewing
 - You need to practice your typing skills
 - Writing someone else's would be difficult
11. A resume should focus on the needs of...
- Your younger sibling
 - Anyone but you
 - The employer
12. Which one of the following words is NOT an action word?
- Manage
 - Negotiate
 - Awesome
13. What is the proper page length of a resume for someone with not a lot of work experience?
- 2 pages
 - 1 page
 - 3 pages
14. When creating your resume the margins (top, bottom, left, and right) should be set to what size?
- 2 inches
 - 1.5 inches
 - 1 inch
15. What is the purpose of a resume?
- To list everything about yourself
 - To show how specific past experiences make you ideal for a specific position
 - To show an employer you have good typing skills
16. How can you make your resume look better?
- Use resume paper
 - Use size 8 Comic Sans font because it's fancy and fun
 - Add as many bullet points as possible

17. What information should you include in your resume?
- a. A comprehensive list of your past jobs, education, skills, activities, and accomplishments.
 - b. A list of education and work experience that you think the employer wants you to have
 - c. A list of your contact info, references, education, skills, activities and accomplishments
18. Is it okay to stretch the truth or "pad" your resume?
- a. No
 - b. Yes
 - c. Only if you are applying to work for the government
19. What is the best way to organize your skills or job duties on a resume?
- a. Chronologically
 - b. Alphabetically
 - c. Doesn't matter
20. A resume should include all the following information except?
- a. Statistics
 - b. Salary information
 - c. Industry terminology
21. When typing your resume your font size should be _____ point and a conservative style.
- a. 14
 - b. 10-12
 - c. Whatever size you want

Part II: True or False

22. A functional resume highlights your work experience.
23. There should be plenty of white space, which makes your resume easy to read.
24. Use bold, italic, and underline function in moderation when creating your resume.
25. Some occupations do not require resumes, although it is always a good idea to have one.
26. Use sentence format, instead of action verbs and short powerful phrases.
27. Never provide names of references on the resume. Either attach a reference sheet or provide references when requested.
28. When typing your resume use category headings for example, Objective, Work Experience, Education, Activities, etc...
29. Use abbreviations when possible on your resume.
30. Envelope and cover letter paper should match the resume paper.