

Name: \_\_\_\_\_

Key

on MM as  
Resume 2013

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