

# Career Resume Writing MCQ

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## 1. Resume Writing MCQ

- Unit 03: Bolstering Your Resume and Cover Letter
- Unit 02: The Key Components of a Resume and Cover Letter
- Unit 01: An Introduction to the Resume

## 4. Chapter: Unit 03: Bolstering Your Resume and Cover Letter

### 1. Unit 03: Bolstering Your Resume and Cover Letter Questions

#### 4.1.1. What characteristics should an effective resume possess?

Author: Abby Sharp

What characteristics should an effective resume possess?

Please choose only one answer:

- A resume should be targeted to your goal--to the ideal next step in your career.
- There should be uniformity and consistency in the use of italics, capital letters, bullets, boldface, and underlining.
- Strengths and weaknesses should be highlighted.
- Both answers A and B

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#### 4.1.2. You are applying for a job in the same type of career in which you ...

Author: Abby Sharp

You are applying for a job in the same type of career in which you are currently employed and want to limit your resume to one page. Which of the following can help to keep your resume concise?

Please choose only one answer:

- If you have looked at your resume carefully and eliminated everything that is non-essential, don't hesitate to use a second page.
- One page is best if you can tell your story on one page. The larger your accomplishments, the easier it should be to communicate them in few words.
- You might omit a career objective if all of your experience has been in one area.
- All of these answers

Check the answer of this question online at QuizOver.com:

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#### 4.1.3. You are applying for different types of positions in diverse indust...

Author: Abby Sharp

You are applying for different types of positions in diverse industries. How should you format your resume to represent your qualifications effectively for these positions?

Please choose only one answer:

- Have several versions of your resume, each with a different objective.
- Include a general cover letter that can be used for any job for which you are applying.
- Include only the work experience that is related to the job for which you are applying.
- Include a standard cover letter that tells the employer that you have many strengths and that you are a fast learner.

Check the answer of this question online at QuizOver.com:

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#### 4.1.4. You are currently sending out resumes to several companies for slig...

Author: Abby Sharp

You are currently sending out resumes to several companies for slightly different roles in various career areas and you want to title your resume. What do the experts recommend to title your resumes?

Please choose only one answer:

- Use a specific title, such as "Mary's Administrative Assistant resume," or "Entry-level resume."
- Title your resumes generally; Use, for example, "2013 Resume" and double check which one it is before sending it.
- An option is to differentiate your resume titles based on the format of your resume, such as "Word resume," or "PDF resume."
- Both answers B and C

Check the answer of this question online at QuizOver.com:

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#### 4.1.5. You are planning to write your resume and take pride in your abilit...

Author: Abby Sharp

You are planning to write your resume and take pride in your ability to describe your strengths. What do experts recommend when writing your resume?

Please choose only one answer:

- Write a statement of your potential, talents, and current responsibilities.
- Write a clear, strong statement of your accomplishments.
- If your skill has been used in the past and will continue to be used, use future tense on your resume.
- Both answers A and C

Check the answer of this question online at QuizOver.com:

Question: [You are planning to write your resume and take Abby Sharp @Saylor](#)

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#### 4.1.6. What is a recommended best practice to present your accomplishments...

Author: Abby Sharp

What is a recommended best practice to present your accomplishments on your resume?

Please choose only one answer:

- "If you are not exceptional at doing this job, or are at least potentially exceptional but inexperienced," indicate this on your resume.
- There is nothing wrong with indicating you are a top performer, but make sure you can back up what you say.
- Use qualitative terms to describe your accomplishments rather than quantitative terms.
- List all of your accomplishments whether or not they are related to the job for which you are applying.

Check the answer of this question online at QuizOver.com:

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## 4. Chapter: Unit 02: The Key Components of a Resume and Cover Letter

### 1. Unit 02: The Key Components of a Resume and Cover Letter Questions

#### 4.1.1. You are applying for a job that requires skills that you do not pos...

Author: Abby Sharp

You are applying for a job that requires skills that you do not possess at this time. What resume formatting techniques can you use to obtain an interview?

Please choose only one answer:

- Create a chronological resume and explain in your cover letter why you are a good candidate for the job.
- Create a skills-based resume and draw attention to your strengths in your cover letter.
- Create a cover letter that identifies your strengths and accomplishments and omit a resume.
- Create a portfolio and submit it with an accompanying cover letter.

Check the answer of this question online at QuizOver.com:

Question: [You are applying for a job that requires skills Abby @Saylor Foundat](#)

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#### 4.1.2. You are creating your cover letter for your resume. What is a recom...

Author: Abby Sharp

You are creating your cover letter for your resume. What is a recommended best practice regarding cover letter writing?

Please choose only one answer:

- The cover letter is in essence a sales letter. Strike an aggressive tone to sell yourself.
- The cover letter should be limited to three pages, double spaced.
- The cover letter should generally comprise three sections, or paragraphs.
- The cover letter should indicate that a resume will arrive under separate cover.

Check the answer of this question online at QuizOver.com:

Question: [You are creating your cover letter for your Abby Sharp @Saylor Resume](#)

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#### 4.1.3. You are still in school and plan to apply for your first job upon g...

Author: Abby Sharp

You are still in school and plan to apply for your first job upon graduation. What is a recommended best practice regarding presenting your education and work history on your resume?

Please choose only one answer:

- Your experience should follow an objective and be placed before your education.
- Your education should follow honors and activities and be placed before your experience.
- Your education should appear before your experience and can be flipped once you gain professional working experience.
- Omit the experience section of your resume and include education, honors, and activities.

Check the answer of this question online at QuizOver.com:

Question: [You are still in school and plan to apply for Abby Sharp @Saylor](#)

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#### 4.1.4. You have had several positions within the same company. What is the...

Author: Abby Sharp

You have had several positions within the same company. What is the recommended way to format the "Work Experience" section of your resume?

Please choose only one answer:

- List only your most current position in the company.
- List the position which you held the longest in the company.
- List only the relevant positions you held in the company.
- List the overall years of experience and, for separate jobs, note specific years of experience.

Check the answer of this question online at QuizOver.com:

Question: [You have had several positions within the same Abby Sharp @Saylor](#)

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#### 4.1.5. You have prepared a resume and cover letter to apply for a job. Sho...

Author: Abby Sharp

You have prepared a resume and cover letter to apply for a job. Should you include a portfolio with your application?

Please choose only one answer:

- Yes. A portfolio will allow you to elaborate on the sections of your resume of which you are most proud and give you a competitive edge.
- Yes. A portfolio will draw attention away from gaps in your resume.
- No. A portfolio is only recommended for applications to jobs in visual arts, performing arts, or education
- None of these answers

Check the answer of this question online at QuizOver.com:

Question: [You have prepared a resume and cover letter Abby Sharp @Saylor Writing](#)

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#### 4.1.6. You plan to send your resume to apply for a job for which you feel ...

Author: Abby Sharp

You plan to send your resume to apply for a job for which you feel highly qualified. You have a chronological resume that indicates a strong work history in the field of your target job. Do you really need to include a cover letter?

Please choose only one answer:

- No. If your resume speaks for itself, there is no need to include a cover letter.
- Yes. You want a cover letter to introduce you, explain your purpose for writing, and request an interview.
- No. Resume screeners only look at the resume; the cover letter will not be read.
- Yes. Just write a sentence or two to draw the screener's attention to your resume.

Check the answer of this question online at QuizOver.com:

Question: [You plan to send your resume to apply for a Abby Sharp @Saylor Writing](#)

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#### 4.1.7. You have one summer of paid work experience, but you did volunteer ...

Author: Abby Sharp

You have one summer of paid work experience, but you did volunteer work throughout your school years. What should you list on your resume?

Please choose only one answer:

- Only list paid work experience on your resume.
- Only list volunteer work experience on your resume.
- List both paid and unpaid experience on your resume, but label unpaid experience as volunteer, internship, etc.
- Under the "Work Experience" section of your resume, omit details of any unpaid experience but add a line to indicate you have volunteer experience and write: "Will discuss at interview."

Check the answer of this question online at QuizOver.com:

Question: [You have one summer of paid work experience Abby Sharp @Saylor Resume](#)

Flashcards:

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## 4. Chapter: Unit 01: An Introduction to the Resume

### 1. Unit 01: An Introduction to the Resume Questions

#### 4.1.1. You are applying for a job as a teacher. What type of resume is oft...

Author: Abby Sharp

You are applying for a job as a teacher. What type of resume is often required for this job?

Please choose only one answer:

- Skills-based resume
- Curriculum vitae
- Chronological resume
- Web-based resume

Check the answer of this question online at QuizOver.com:

Question: [You are applying for a job as a teacher. What Abby Sharp @Saylor](#)

Flashcards:

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Interactive Question:

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#### 4.1.2. You are interested in jobs in three different career areas but are ...

Author: Abby Sharp

You are interested in jobs in three different career areas but are not sure which type of job you will finally select. What is your best resume strategy?

Please choose only one answer:

- Create a chronological resume that lists your education and work history, and change the objective for each type of job you pursue.
- Create a general functional resume that lists your various abilities, accomplishments, and interests.
- Create a separate functional or skills-based resume for each job you target.
- Create a Web-based resume and a different cover letter for each employer that you refer to that site.

Check the answer of this question online at QuizOver.com:

Question: [You are interested in jobs in three different Abby Sharp @Saylor](#)

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#### 4.1.3. You have had jobs in several industries. Which of the following res...

Author: Abby Sharp

You have had jobs in several industries. Which of the following resume formats will help you best describe your qualifications for the job you are pursuing?

Please choose only one answer:

- Chronological resume
- Functional or skills-based resume
- Combination resume
- Both answers B and C

Check the answer of this question online at [QuizOver.com](http://www.quizover.com):

Question: [You have had jobs in several industries. Which Abby Sharp @Saylor](#)

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#### 4.1.4. You plan to create two different resumes, one chronological and one...

Author: Abby Sharp

You plan to create two different resumes, one chronological and one skills-based, to apply for jobs in different industries. What information should appear on each resume?

Please choose only one answer:

- Career objective
- List of references
- Contact information
- A link to your personal homepage

Check the answer of this question online at QuizOver.com:

Question: [You plan to create two different resumes one Abby Sharp @Saylor Resume](#)

Flashcards:

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#### 4.1.5. What are considered the primary reasons for creating a resume?

Author: Abby Sharp

What are considered the primary reasons for creating a resume?

Please choose only one answer:

- A resume is an objective summary of your skills and achievements, it conveys to the reader why you should be hired, and it reflects your individuality.
- A resume is optional if you have created a portfolio showing samples of your work.
- A resume can help you to get your foot in the door for an interview.
- Both answers A and C

Check the answer of this question online at QuizOver.com:

Question: [What are considered the primary reasons for Abby Sharp @Saylor Resume](#)

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