

Unit 02:
The Key
Components
of a Resume
and Cover
Letter

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

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.

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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:

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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:

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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](#)

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