

TEST BANK

**RÉSUMÉS, COVER LETTERS, NETWORKING, &
INTERVIEWING**

Fourth Edition

by

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CHAPTER 1

ANSWERS

TEST QUESTIONS

- C
1. The term “screening process” refers to employers reviewing résumés to determine if the employer wishes to:
- A. hire the applicant
 - B. phone the applicant
 - C. interview the applicant
 - D. teach the applicant to write a résumé
- B
2. Employers review résumés in the hope of finding someone who has:
- A. graduated from a four-year school
 - B. the skills and experience required for the position advertised
 - C. been in the military or Peace Corp.
 - D. an advanced degree or certificate from college
- A
3. It is more than the written words you place in the résumé that are important, the _____ is critical as well.
- A. appearance
 - B. font
 - C. format
 - D. layout
- A
4. When sending a hard copy of the resume, one should print their résumé using a:
- A. laser or ink jet printer
 - B. copy machine
 - C. dot matrix printer
 - D. fax machine
- C
5. Since you may wish to modify your résumé at a later time, it best to store your résumé on/in a:
- A. vault at the bank
 - B. backup facility in the cloud
 - C. Flash/hard Drive
 - D. locked file cabinet

- D
6. What type of feature on a word processing program makes it easy to determine if most words are spelled correctly?
- A. flush right
 - B. thesaurus
 - C. grammar check
 - D. spell check
- C
7. One should complete the preparation of their résumé _____ it is needed.
- A. the day
 - B. the night before
 - C. several days before
 - D. months before
- B
8. The type of paper selected for printing the résumé should be:
- A. glossy
 - B. classic laid
 - C. copy machine
 - D. photo quality
- B
9. The written material placed on the résumé should appear:
- A. in mostly capital letters
 - B. centered vertically and horizontally
 - C. in italics
 - D. none of the above
- A
10. Who would be a good choice to help you proofread your résumé?
- A. a friend who has a college degree
 - B. your postman
 - C. your employer
 - D. your minister

ESSAY QUESTIONS

1. Describe in detail what you must do to prepare a résumé to create a professional appearance.
2. For the résumé shown in Exercise 1.1 (Barbara Peterson), Chapter I, identify at least six problems or errors that were present in her résumé.

CHAPTER 2

- C
1. When listing education on your résumé, in addition to the degrees, certificates, etc., one should also list the _____.
- A. names of their instructors and all classes taken
 - B. titles of the books used in your classes
 - C. specific skills and knowledge acquired in classes taken
 - D. lab classes you had
- D
2. If you have no paid or volunteer work experience, your authors suggest you:
- A. take additional course work
 - B. immediately quit school and go to work
 - C. make up employment experience for your résumé
 - D. immediately go to the placement office and arrange for some OJT
- C
3. An example of a special project/achievement that you would list on your résumé is:
- A. writing a paper for a class
 - B. going out for the soccer team
 - C. being selected as a club president
 - D. being interviewed regarding American foreign policy by the school newspaper
- A
4. For your first résumé what is usually the most important strength to be included in the qualifications summary?
- A. education
 - B. military service
 - C. your current part-time job
 - D. references
- C
5. The key to whether you should include Job Corp, military, travel, or government service on your résumé is whether this experience is:
- A. less than one year old
 - B. paid or volunteer
 - C. relevant to the job you are seeking
 - D. based on your college training

6. Often the ability to speak a foreign language is considered an asset because:

one can place this information on their résumé

it shows that they are bilingual

it may be a skill that can be utilized by a prospective employer

it demonstrates one's ability to speak two languages and

A

A. recognized your talents and rewarded you for them

B

D. wanted to keep you as an employee, but pay you less

A. GPA

C

C. all classes taken

D. ranking within your graduating class

A. had a lot of free time

A

C. wanted to learn more about your occupational choice

D. had friends that were into the club scene

A. very important

B. somewhat important

C. not very important

D. could be important if you are a computer geek

12856. Describe and list additional items other than degrees, major, school, and GPA that should be included on a résumé and that result from your educational experience.

12857. Regarding special projects/accomplishments that are

often listed on a résumé, state the types of things and give three examples that qualify as special projects/accomplishments.