

Assessment

Strategic Resumes ***First Edition***

The objectives of this book are:

- To review the essential purpose of a resume
- To explain resume writing techniques
- To present a variety of sample resumes



Assessment Questions for *Strategic Resumes, First Edition*

Select the best response.

1. The most successful resume builds a bridge between:
 - A. The interviewer and the person being interviewed
 - B. The person being interviewed and the job
 - C. Past experiences and new horizons
2. All but one of the following is a trend affecting jobs today. Select the trend that does not exist:
 - A. A global economy
 - B. A more highly educated workforce
 - C. Increasing use of temporary workers
 - D. Fewer jobs in the service sector
 - E. More women and immigrants in the work force
3. Resumes should be written in one approved way.
 - A. True
 - B. False
4. A strong resume can influence your job search, but hiring decisions are made on the basis of personal contact.
 - A. True
 - B. False
5. To present yourself well on paper, your resume should:
 - A. State what you have done and where you have been
 - B. Be an art form in personal communication

6. A strategic resume should include:
 - A. All paid work and volunteer service
 - B. Only experience applicable to the job
7. A highly focused job search means:
 - A. Fewer career opportunities
 - B. More career opportunities
8. To be marketable, you must not:
 - A. Be too young nor too old, under qualified, or overqualified
 - B. Write a resume that differs from the proper form
 - C. Have gaps in your employment history
 - D. Try to do something you have never done before
 - E. Accept any of the above restrictions
9. Which resume format emphasizes seasoned judgement and job-related qualifications, shows gaps in employment, and underscores past identity?
 - A. The chronological format
 - B. The functional format
 - C. The combination format
10. Which resume format may seem to lack credibility because key time/space anchors are not given?
 - A. The chronological format
 - B. The functional format
 - C. The combination format
11. Your contact information should:
 - A. Make your identity immediately and explicitly clear
 - B. Include your home phone number
 - C. Make it easy for the employer to contact you
 - D. All of the Above
 - E. A and C

12. A key item for inclusion in your statement of your career objective is:
- A. Your functional area of expertise and interest
 - B. A related contributing role you could play
 - C. The level of responsibility you are seeking
 - D. The industry you have targeted
 - E. A mission statement that shows your understanding of the work you are seeking
13. In your summary of qualifications, it is optional to include:
- A. Number of years experience
 - B. Type of experience
 - C. Attitudes and personality traits
 - D. Key skills and tasks
 - E. Specialized studies, if applicable
14. In listing your key skills, it is not a good idea to:
- A. Sort out your primary and secondary skills
 - B. Narrow your list to a manageable number
 - C. Refine the titles of your skills as needed
 - D. Present your skills in columns
 - E. None of the above
15. The principal function of your career objective statement is that it be:
- A. A summary of autobiographical data
 - B. A tightly integrated sales tool
16. It is effective to add statements like “a challenging, meaningful position.”
- A. True
 - B. False
17. If you have accomplishments in other fields that could give you transferable skills, you should:
- A. Show why they are valid
 - B. Include them in your list of skills
 - C. Both of the above

18. The reader of your resume will see that your experience is applicable to the job you're interested in if you:
- A. Sequence your experience in a logical order
 - B. Yourself can see how it is applicable
19. Jobs you have taken to stabilize yourself financially while looking for an appropriate position:
- A. Should be included
 - B. Should not be included
20. In describing your work experience, you should not:
- A. Use power-packed action verbs
 - B. Use adjectives like *creative* and *enterprising*
 - C. Emphasize your skilled contributions
 - D. Discuss your experience in terms meaningful to your target audience
 - E. All of the above
21. Using selective, persuasive examples of your relevant accomplishments in a chronological resume is a good way to enliven its format.
- A. True
 - B. False
22. In your resume, some jobs you held might not be included; and brief, part-time, or unpaid work may be included.
- A. True
 - B. False
23. In profiling your education, you should not include the focus of your degree if it varies from your present objective.
- A. True
 - B. False
24. A letter added to your resume should communicate to a specific person why you should be connected to the job.
- A. True
 - B. False

25. The percentage of jobs found through networking rather than through traditional channels is about:
- A. 50 percent
 - B. 70 percent
 - C. 80 percent

Answer Key for Strategic Resumes, First Edition

Recommended response (Corresponding workbook page)

1. C (9)	6. B (24,25)	11. D (46)	16. B (47)	21. A (60)
2. D (4,5)	7. B (32)	12. A (47)	17. C (51)	22. A (54)
3. B (13)	8. E (36)	13. C (49)	18. B (66)	23. A (62)
4. A (14)	9. A (41)	14. E (51)	19. B (54)	24. A (79)
5. B (23)	10. B (42)	15. B (46)	20. B (58)	25. C (76)